

CAY ON HBL W26
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1995

URBAN/MUNICIPAL

MINUTES OF THE
OPERATIONS AND FINANCE
COMMITTEE

APR. 5, 1995

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URBAN/MUNICIPAL
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M34
1995

NOTES OF THE SPECIAL MEETING OF THE
OPERATIONS AND FINANCE COMMITTEE
1995 04 05

Present: Trustees Cunningham (Chairman), Desmarais, Hicks, Lowe, Orban, Rogers and Stewart.

Also

Present: Trustees Bishop, Darby, Gage, Hill, Johnston, Johnstone, Korz, MacDonald, Mulholland, Paquin and Rodgeron.

Officials

Present:

D. Goodridge (Director of Education and Secretary)
P. Shewfelt (Superintendent of Finance and Treasurer)
E. Bond (Superintendent of Program)
R. Binns (Superintendent of Human Resources)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
R. Lavoie (Superintendent of Schools – French as a First Language)
S. Thompson (Assistant Superintendent of Schools – Lower City)
M. Matier (Assistant Superintendent of Schools – Mountain)
G. Rutledge (Controller)

MAY 10 1995

GOVERNMENT DOCUMENTS

Miss Cunningham called the meeting to order, noting regrets for not attending were received from Trustee Patenaude.

GENERAL

INTRODUCTION

Status of the 1995 Estimates

Mr. Shewfelt detailed the Report.

Referring to item 18 (Unspecified – Lines 3 to 20, to achieve 2.8%), Mrs. Bishop suggested that Superintendents be given the opportunity to review these lines and determine if some monies could be applied for Lines 1 and 2 in order to preserve jobs.

When Miss Cunningham remarked this would be contrary to decisions reached at the previous meeting, Mr. Mulholland reminded the members that the Report of the 1995 03 30 Special Operations and Finance Committee has yet to be approved by the Board.

Moved by Mrs. Bishop:

That the Board give staff the opportunity to re-examine Lines 3 to 20 to allow job preservation into Lines 1 and 2 if: (a) dollar targets are met and (b) reports are brought back to the next meeting of the Operations and Finance Committee.

Trustees in support of the motion:

- felt this would permit flexibility in implementing the budget cuts
- would like to have staff input, particularly in the area of creative and different ways of doing business

Trustees opposed to the motion:

- felt this is premature and preferred to receive further information prior to decision
- expressed concerns with its implications to programs and the overall impact on the system's accountability
- considered Lines 1 to 2 and Lines 3 to 20 as two distinct areas

Acknowledging the members' concerns and suggesting the motion was premature, Mrs. Bishop requested and was permitted to withdraw her motion.

1995 Capital Program Grant Announcement

Noting he received this information only recently, Mr. Goodridge emphasized that this program, which is scheduled to begin in 1996, has no impact in terms of funds for the 1995 budget.

BUSINESS ARISING OUT OF THE MINUTES:

Mill Rate

Pointing to financial difficulties the Board will have to reach a mill rate of 2.8%, Mr. Darby attempted to put a motion on the floor for the adoption of a budget of 3.9% increase to the taxpayer.

Miss Cunningham reminded the members that the 2.8% mill rate was approved at the 1995 03 30 special meeting of this Committee.

At this point, Mr. Darby requested information on spending to-date for Variables.

Moved by Mrs. Lowe:

That the motion to adopt a budget not to exceed 2.8% increase to the taxpayer be reconsidered.

Trustees supporting the reconsideration felt this would allow for further consideration of the revenues and expenditures area of the budget. Those opposed were concerned with staff time and efforts spent in the complex budget process.

Mr. Stewart called the question and it was **Carried**.

Mr. Korz requested a recorded vote.

The motion to reconsider the mill rate at 2.8% was put to a vote and was **CARRIED**. Those in favour: Trustees Bishop, Cunningham, Darby, Desmarais, Gage, Hicks, Hill, Johnstone, Lowe, MacDonald, Mulholland, Paquin and Rogers; those opposed: Trustees Korz, Orban, Rodgeron and Stewart.

Moved by Mr. Darby:

That this Board adopt a budget not to exceed 3.9% increase to the taxpayer.

Moved in amendment by Mrs. Hill:

That the motion be tabled.

CARRIED

Moved by Ms. Orban:

That the Board freeze spending in the Variable Consumables of the 1995 Budget Estimates as of today for the balance of this year.

Noting the adverse implication for the system, Mr. Darby challenged the Chair accepting the motion. The challenge was **Carried**.

Mrs. Johnstone alluded to a memo to trustees from Human Resources secretarial staff outlining ideas to cut Board costs and requested dollar figures corresponding to these reduction measures.

Mr. Korz inquired about the possibility of having an appropriate communication channel for members of the community/public to provide input on the Board's budget deliberations.

Mr. Goodridge clarified that it is not the intent to undermine individual opinions; however, Board procedure dictates that issues concerning the system and staff should be addressed in collaboration with the appropriate employee group leaders.

Miss Cunningham emphasized that the Board has not reached definite agreements regarding the budget with any employee group at this time.

Moved by Mr. Mulholland:

That the Board freeze hiring for all staff, excluding staff needed to comply with contract obligations.

Mr. Binns explained the implication of the motion to the posting process, noting his interpretation of the intent to be a moratorium on hiring from outside the system.

Mrs. Bishop called the question and it was **Carried**.

The motion was put to a vote and was LOST.

Moved by Mr. Hicks:

That the Board freeze hiring for all staff, excluding staff needed to comply with contract obligations, at the end of this budget process. **CARRIED**

Moved by Mr. Gage:

That the following motion be lifted from the table:

That this Board adopt a budget not to exceed 3.9% increase to the taxpayer. **LOST**

NEW BUSINESS:

Replacement Coverage – Requested by Trustee Rodgerson

Mr. Binns explained the Replacement Coverage procedure, noting the following:

- Replacement coverage varies among employee groups
- Teacher replacement in secondary schools begin in the second day of absence
- Teacher replacement in elementary schools is done immediately
- There is stipulation on Replacement Coverage in the C.U.P.E. Local 1344 Collective Agreement

Mrs. Rodgerson requested a report regarding savings potential in Replacement Coverage, particularly in the elementary panel.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Senior Kindergarten French Immersion, Sanford Avenue, George R. Allan and Earl Kitchener School
– Requested by Trustee Bishop

Mrs. Bishop clarified her request was for this item to go on the Agenda of the regular April meeting of the Operations and Finance Committee.

Moved by Mr. Korz:

That this Committee meet in-camera.

CARRIED

The public meeting reconvened at 22:10 hours.

Moved by Mrs. Bishop:

That the mill rate for the 1995 Budget be 3.8%.

Mr. Shewfelt clarified the amendment represents slightly less than \$1.7 million.

A recorded vote was requested.

Moved in amendment by Mr. Mulholland:

That this Board adopt a budget of 4.1% increase to the taxpayer.

Mr. Stewart called the question and it was **Carried**.

The amendment was put to a vote and it was LOST.

The motion was put to a recorded vote and was CARRIED. Those in favour: Trustees Bishop, Cunningham, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers and Stewart; those opposed: Trustees Johnstone, Korz and Rodgerson.

Mr. Stewart cited Rule 9 whereby the Chairman can call a meeting at any time and announced a Special Meeting of the Board would be held at 22:50 hours.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

URBAN/MUNICIPAL
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M34 1995

MAY, 1995

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FINANCE

GOVERNMENT DOCUMENTS

COMMITTEE



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

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**MINUTES OF THE
OPERATIONS AND FINANCE COMMITTEE
1995 05 09**

Present: Trustees Cunningham (Chairman), Desmarais, Lowe, Orban, Rogers and Stewart.

Not

Present: Trustee Hicks.

Also

Present: Trustees Bishop, Darby, Hill, Johnston, Johnstone, MacDonald, Mulholland and Rodgeron.

Officials

Present: D. Goodridge, Director of Education and Secretary
P. Shewfelt, Superintendent of Finance and Treasurer
R. Binns, Superintendent of Human Resources
P. Gillie, Superintendent - Administrative and Operational Services
M. Quinn, Superintendent of Schools - Lower City
N. Nicholls, Superintendent of Schools - Mountain
G. Rutledge, Controller
M. Matier, Assistant Superintendent of Schools - Mountain
F. Cooke, Assistant Superintendent - Program.

Miss Cunningham called for a moment of silence in memory of a Glendale student's death today. She advised that regrets for not being able to attend had been received from Trustees Hicks and Paquin.

Moved by Dr. Johnston:

That the minutes of the regular meeting of 1995 04 11 and special meetings of 1995 03 29 and 1995 04 05 be approved as presented. **CARRIED.**

GENERAL

NEW BUSINESS:

**Presentation - Hamilton
Construction Association**

Miss Cunningham welcomed Messrs. Nolan and Guidolin and outlined the procedure related to a presentation.

Mr. Guidolin offered their condolences before proceeding with the presentation. The focus of the presentation was to emphasize the variable costs involved in determining whether a project should be done in-house versus contracting-out. They indicated their willingness to work with the Board in determining guidelines on this issue, i.e., the most expeditious way to complete a project with the necessary skill level. In developing their costing figures, Mr. Nolan advised information was taken from both the Board's budget and CUPE documents and may, therefore, be subject to revision.

Responding to questions, Mr. Nolan advised their Association's membership is a mixture of both union and non-union tradespeople. Noting a number of the Board's contractors are not Association members, he clarified they were attempting to speak generically about this issue. Mr. Nolan confirmed the Association's intent to make a similar presentation to the Regional Municipality.

When asked to define what projects would be considered in-house and those to be contracted out, Mr. Nolan acknowledged a large number of factors must be considered: the nature of work, its urgency, scope, equipment required,

skill level, whether time schedule fits into employees' schedules. He again offered to work with the Board in developing some general guidelines.

Several trustees welcomed the presentation's "common sense" approach and the Association's offer of assistance.

Miss Cunningham thanked Mr. Guidolin and Mr. Nolan.

It was agreed:

That the Presentation by the Hamilton Construction Association regarding Contracting Out be referred to the Officials.

School Year Calendars and
Holiday Schedule for
Education Centre and
Secondary School Offices

Moved by Dr. Johnston:

That the Report regarding the School Year Calendars and Holiday Schedule for Education Centre and Secondary School Offices be received for information and the following recommendation approved:

a) That the 1995/1996 School Year Calendars be approved.

Dr. Johnston asked that consideration be given to changing the Calendar Committee's membership to include more than one community/Home & School representative.

It was also suggested that, similar to the elementary panel, only one calendar be developed in the secondary panel.

The motion was put to a vote and was CARRIED.

Sale of Vacant Site -
Bruleville Neighbourhood
(Block 67)

Moved by Dr. Johnston:

That the Report re Sale of Bruleville Site be received for information and the following recommendation approved:

a) That the offer from XEORIXS Homes for the purchase of the 0.388 acre parcel of land in Lot 11, Concession 6 (Barton) Bruleville Neighbourhood, in the amount of \$140,000, be accepted and that the funds realized from the sale be placed in Capital Reserves.

Mr. Sage reviewed the report. A further report regarding property sales is anticipated for the June meeting.

Members agreed to meet in-camera on this issue at the conclusion of the public agenda to enable officials to respond to a query.

Mr. Sage assured members that "due process" was followed and emanating from the list of preferred agencies, an offer was made on this property - which trustees have the right to either accept or reject. He provided a brief overview of XEORIXS and their intent to build a group home for developmentally handicapped individuals on this property.

At the conclusion of the public agenda (20:40 hours), an in-camera session was held. When the public meeting resumed at 20:45 hours, the motion was put to a vote and was **CARRIED**.

Request for Access to the
Board Parking Lot by City
of Hamilton for City
Construction

Moved by Mrs. Bishop:

That the Report re Request for Access to the Board Parking Lot by City of Hamilton for City Construction be received for information and the following recommendation approved:

a) That the Director of Education and Secretary of the Board inform the City that access to the Board Parking Lot will be permitted, at no cost to the Board, under the requirements worked out by Board Staff with City Staff, and that ongoing communication about this project continue through Staff.

Ms. Gillie presented the report. She assured the members that the City is only requesting access to our property and not the sale of this portion of the parking lot property - although it is cited as an alternative (Page 26).

While provision of access was supported, members cautioned against devaluing the Board's King Street frontage for either commercial or future Board needs.

Moved in amendment by Mr. Mulholland:

b) That, before any action is taken, a legal contract be drawn up between the City of Hamilton and the Board of Education for the City of Hamilton and that the contract be brought back to the Board for approval.

In setting forth this amendment, Mr. Mulholland explained his intent to approve access in principle, with final approval being granted once the contract is seen by trustees. He advocated inclusion of the following in the contract: a) costs incurred by the Board beyond the 24 week period and b) that there be no trespassing on other Board parking sites during this timeframe.

The amendment was put to a vote and was **CARRIED**.
The motion as amended was put to a vote and was **CARRIED**.

Report re Revenue
Generation
and
Report re Corporate
Sponsorship Policy

Mr. Goodridge reviewed the Revenue Generation Report, concluding the job description would ultimately come back to the Personnel and Organization Committee.

Trustees questioned why the position of Corporate Officer was being discussed tonight rather than at the Personnel and Organization Committee. While stressing their support for the concept of revenue generation, concerns were expressed as follows:

Process

- that a policy be developed first, then a decision made about the position
- that consideration be given to hiring an organization which specializes in fundraising rather than establishing a staff position, i.e. contract basis, easily terminated.
- more information about the correlation between the position and the Business Recommendation Committee
- is the hiring freeze approved at the 1995 04 05 meeting still in effect?

Position

- creation of a position during a period of downsizing
- permanent employee versus contract employment (individual or organization)
- salary versus commission versus salary + commission

Some trustees noted that "revenue generation" is much broader than approaching corporate sponsors and should encompass other aspects, i.e., foundations, aggressively seeking government grants, student fees, increased revenue from sales within the system, taxes, and through advertising, i.e. ads on Board trucks, etc.

Mr. Goodridge acknowledged that the title Corporate Officer may not accurately reflect the role. He briefly outlined the skills he anticipated would be desirable in this role. He perceives the Policy as ensuring greater control and more accountability in addition to delineating the framework in which this position would work to generate revenue while protecting the corporate interest of the Board. Mr. Goodridge relayed information about what other Boards are doing with respect to revenue generation.

In the belief that more information was needed as noted above and in the 1995 03 29 minutes of the Special Operations and Finance Committee meeting, it was

Moved by Mrs. Lowe:

That the Report re Revenue Generation be referred back to the officials for information.

Due to the linkage of these two reports, Mrs. Lowe concurred with Mrs. Bishop's suggestion to include referral of the Report re Corporate Sponsorship Policy in her motion.

Miss Cunningham requested that suggestions made by employee groups about revenue generation also be included in this report or brought to the Salary Committee which could then provide the information to the Board.

The referral motion, as follows, was put to a vote and was **CARRIED:**

a) That the Report re Revenue Generation be referred back to the officials for information.

b) That the Report re Corporate Sponsorship Policy be referred back to the officials for information.

Correspondence from the
Gourley Park Community
Association - referred at
1995 04 20 Board

Mrs. Rodgerson advised that Item c) in the Report no longer has implications for the Board as it is located solely on City property.

Moved by Mrs. Rodgerson:

That the Correspondence from the Gourley Park Community Association be received for information and Items a), b) and d) be referred to the officials and a report brought back as soon as practical. **CARRIED.**

Report of the Child Care
Committee [Motion to defer]

Moved by Mr. Darby:

That the Report of the Child Care Committee regarding its annual review in accordance with the Criteria and Weighting Form for School/Child Care Link-up be deferred to June, 1995. **CARRIED.**

Director's Performance
Appraisal Committee

Mr. Stewart sought re-constitution of this Committee. As this item was not on the agenda, a two-third's vote was called for and received.

Moved by Mrs. Hill:

That the Chairman appoint a small committee of trustees to serve on the Director's Performance Appraisal Committee. **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:
Recommendations of the
Director of Education

Moved by Mrs. Rodgerson:

That the recommendations of the Director of Education and Secretary be approved as presented.

Clarification was provided regarding the two trips to Wonderland.

The motion was put to a vote and was **CARRIED.**

The meeting then adjourned.

Read and confirmed,

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COMMITTEE



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

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ELEMENTARY/SECONDARY

NEW BUSINESS:

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MINUTES OF THE
OPERATIONS AND FINANCE COMMITTEE
1995 06 06

Present: Trustees Cunningham (Chairman), Hicks, Lowe, Orban, Rogers and Stewart.
Not

Present: Trustee Desmarais.

Also

Present: Trustees Bishop, Darby, Hill, Johnston, Johnstone, Korz, MacDonald, Mulholland and Rodgerson.

Officials

Present: D. Goodridge, Director of Education and Secretary
P. Shewfelt, Superintendent of Finance and Treasurer
P. Gillie, Superintendent - Administrative and Operational Services
M. Quinn, Superintendent of Schools - Lower City
N. Nicholls, Superintendent of Schools - Mountain
G. Rutledge, Controller

Miss Cunningham called the meeting to order noting regrets for not being able to attend were received from Trustee Desmarais.

Moved by Canon Rogers:

That the minutes of the regular meeting of 1995 05 09 be approved.

CARRIED.

Noting the large public contingent in attendance for the Thornbrae presentation, it was Moved by Mr. Stewart:

That the Presentation - Thornbrae Parents Advisory Council regarding bus supervisors be dealt with as the first item of business.

CARRIED.

GENERAL

NEW BUSINESS:

Presentation - Thornbrae
Parents Advisory Council
regarding bus supervisors

Miss Cunningham informed the members that a Special Operations and Finance Committee meeting will be held on Thursday, 1995 06 15 prior to Board to accommodate a response by the officials to the presentation.

Miss Cunningham welcomed Mesdames Sara Della Pietra and Nancy Lewington of the Thornbrae Parents Advisory Council. Their presentation's focus opposed the elimination of adult Bus Supervisors and while fully cognizant "there is no money", they emphasized children's safety and well-being as paramount. Beside handling misbehaviour, they advocated adult Bus Supervisors over student monitors for their ability to recognize and react to potentially dangerous incidents, such as asthma attacks, allergic reactions or evacuation in emergency situations. They offered a petition presently totalling 726 signatures in support of their stance.

In responding to questions, Ms. Della Pietra and Ms. Lewington noted:

- their experience on the Working Group - acknowledging that many of the issues raised were not related to bus

supervision

- a more in-depth comparison of Boards in similar situations should be undertaken, i.e. those transporting JK students/Grades 1-5 students only
- the Hamilton Automobile Club offers a formal bus patroller program - but parents felt students should be from Grade 8, not Grade 5
- the consistency of commitment associated with parent volunteers
- that discipline or the withdrawal of transportation privileges under the Safe Schools Policy is the responsibility of the principal

In thanking the presenters, Miss Cunningham echoed the comments of many trustees regarding the excellence of their presentation.

It was agreed:

That the Presentation by the Thornbrae Parents Advisory Council regarding bus supervisors be referred to the officials for a response at the 1995 06 15 Special Operations and Finance Committee meeting.

Report of the Transportation Committee

Moved by Canon Rogers:

That the Report of the Transportation Committee be referred to the 1995 06 15 Special Operations and Finance Committee meeting. **CARRIED.**

BUSINESS ARISING OUT OF THE MINUTES:

Report re Security at the Education Centre and Sanford Avenue Elementary School

Mr. Haynes, Manager Administrative Services presented the report.

Commending the report, it was

Moved by Mr. Stewart:

That the Report re Security at the Education Centre and Sanford Avenue Elementary School be received for information and the following recommendations approved:

a) That for the purpose of doing business with the public on regular business days, the following conditions for access to the services provided by Education Centre departments be approved effective 1995 07 01:

i) during the school year period from September to June, the Education Centre be open to the public from Monday to Friday between the hours of 8:30 a.m. and 4:30 p.m.

ii) during school year seasonal break periods that include July and August, the Education Centre be open to the public from Monday to Friday between the hours of 9:00 a.m. and 4:00 p.m.

b) That during other than regular business hours for the purpose of controlling properly authorized access to the Education Centre by staff, other persons, groups and organizations, the following be approved effective 1995 07 01:

i) on non business days that include statutory holidays and weekends (Saturday and Sunday) access is restricted to authorized Education Centre staff.

ii) on non business days that include statutory holidays and weekends (Saturday and Sunday) all designated interior and exterior doors to be secured.

iii) on regular Monday to Friday business days, all designated interior doors on floors two to six to be secured during non business hours.

iv) on regular Monday to Friday business days, all exterior doors on the lower level and first floor to be secured from either the later of 6:00 p.m. or the conclusion of public meetings to 7:30 a.m. of the next regular business day.

c) That these revised hours of business and access be communicated to all concerned.

d) That the installation of electronic card access equipment for after hours entrance to the Education Centre by authorized staff and controlled use of elevators be approved effective 1995 09 01.

e) That the Education Centre access card include photo identification to be displayed by all Education Centre staff while on Board property effective 1995 12 01.

f) That the installation of visible closed circuit television monitoring cameras in the lower level and main floor entrance areas of the Education Centre be approved effective 1996 02 01.

g) That the installation of an intercom system at the exterior door leading to the meeting room area of Sanford Avenue Elementary School be approved effective 1995 09 01.

Trustees clarified the intent of these recommendations to:

- limit access to the public to common "business access

hours" although individual departments may work extended hours either before or after

- control access to the upper floors "after hours" through key-only access

Some concern was expressed about a) the difficulty these hours present to members of the public who work full-time and b) the perception that since the building is not open to the public, no work happens after 4:30 p.m. It was clarified that the public would not include other staff members who may be accessing the Library for materials.

Discussion about the access/ID card clarified that:

- cardholders will be able access both the parking lot gates and lower level entrance
- each card will have a unique identifier which will be recognized by the viewing station and lost/stolen cards can result in the cancellation of the access code for that card
- cards will probably contain the following information: Name, Employee No. and Department in addition to photo ID

Mrs. Hill requested that the recommendations be voted on separately and it was

Moved in amendment by Mrs. Hill:

That Clause b(i) be amended to read: On non business days that include statutory holidays and weekends (Saturday and Sunday) access is restricted to authorized Education Centre staff **and trustees.**

CARRIED.

When Mr. Haynes explained that the terminology "Education Centre staff" in Clause e) encompasses people working out of the Education Centre - whether staff or trustees - plus the Site Leaders and Dundurn Staff, it was

Moved in amendment by Mrs. Hill:

That Clause e) be amended to read: That the Education Centre access card include photo identification to be displayed by all Education Centre staff **and those at the Dundurn facility** while on Board property effective 1995 12 01.

CARRIED.

In concluding, Miss Cunningham noted that this report defines the time for the public to conduct business as 8:30 a.m. to 4:30 p.m.

Clause a(i) was put to a vote and was **CARRIED.**

Clause a(ii) was put to a vote and was **CARRIED.**

Clause b(i) as amended was put to a vote and was **CARRIED**.

Clause b(ii) was put to a vote and was **CARRIED**.

Clause b(iii) was put to a vote and was **CARRIED**.

Clause b(iv) was put to a vote and was **CARRIED**.

Clause c) was put to a vote and was **CARRIED**.

Clause d) was put to a vote and was **CARRIED**.

Clause e) as amended was put to a vote and was **CARRIED**.

Clause f) was put to a vote and was **CARRIED**.

Clause g) was put to a vote and was **CARRIED**.

**Update re Financial
Information System (F.I.S.)**

Ms. Gillie advised that an Integrated Information System (I.I.S.) Workshop had been scheduled for Tuesday, 1995 06 13 in Rooms 3 and 4. She will provide a further report on Technological Implementation in January, 1996.

Mr. Dixon, Manager, Technical Services outlined the process involved in changing to and implementing the Financial Information System and the functions to be demonstrated to the trustees during the workshop. Responding to questions, he advised the Employee Information System (EIS)/payroll aspect of the F.I.S. will be finalized in January, 1996; however, he cautioned that the budget/purchasing/accounts-payables system (the bulk of the system) has yet to be addressed.

Moved by Mr. Darby:

That the Update of the Integrated Information System (I.I.S.) - Financial Information System be received for information. **CARRIED.**

**Interim Report re
Computerized Routing and
Scheduling System**

Mr. Goodridge advised that transportation savings will continue to be examined through Resource Management and emphasized his goal of an integrated system for both boards.

Mr. Rutledge presented and reviewed the report. A progress report regarding the routing and scheduling system implementation will be brought in November, 1995.

Moved by Mr. Stewart:

That the Interim Report on the Computerized Routing and Scheduling System be received for information.

Trustees asked that the following be considered:

- revising the period of the contract (two year with yearly renewals)
- ensure that bus transportation schedule information is disseminated to families
- implications of Survey (Appendix B), i.e. high

transportation costs, median bus age (limit)

Mr. Goodridge confirmed that as per motion, the Superintendent is authorized to finalize details of the contract. The contract will be reviewed by the lawyer prior to being brought as information to the trustees.

Appreciation was expressed for the co-operation shown by the Hamilton-Wentworth Roman Catholic Separate School Board (HWRCSSB) in altering school times to accommodate double runs.

Miss Cunningham confirmed through Mr. Goodridge and Mr. Stewart that the Director and Chairman of the H.W.R.C.S.S.B. are aware of our position re "one bus, one road".

The motion was put to a vote and was **CARRIED**.

Moved by Ms. Orban:

That the item regarding the Development of Athletic Hall of Fame be the next item of business. **CARRIED**.

NEW BUSINESS:

Report re Development of a System Wide Athletic Hall of Fame

Miss Cunningham welcomed Ms. Stella Green Gibson, Co-ordinator, Physical Education and the following members of the Hamilton Student Athletic Council (H.S.A.C.) - Bob Esselment, Dave Simon, Stacey Baldrey, Christine Avery and Trinity Smith. Ms. Green Gibson related the two possible areas of cost: a) plaques for each of the five categories to which names could be added yearly, and b) a location for the Athletic Hall of Fame.

Trustees voiced their enthusiastic support of this proposal and Mr. Stewart suggested that Ms. Gillie meet with the Council regarding a location.

Moved by Mrs. Hill:

That the Report re the Development of a System Wide Athletic Hall of Fame be received for information.

Further suggestions were offered by Mr. Hicks:

- Jimmy Simpson, former Sherwood P.E. Head is also cataloguing athletic teams and would be a valuable resource
- in setting guidelines, he urged the Hall of Fame to go back to "day one" to incorporate such people as Captain Cornelius. (At present, the Committee's focus in the past is limited to Builders and Dynasty teams).
- many retired teachers/coaches would be sources of information and support

- alumni be considered as a source for raising funds and information

Responding to Ms. Orban's concerns that only the "elite" are being recognized, the students emphasized that the goals of the H.S.A.C. are to raise school spirit and to encourage more students' participation in sports, not only through interscholastic teams, but special events.

The motion was put to a vote and was **CARRIED**.

As concern had been expressed that "receiving the report for information" does not reflect support for this initiative, it was

Moved by Mr. Hicks:

a) That a Hall of Fame Committee be established to recognize as inductees, male and female Athlete of the Year, Dynasty Teams and male and female Builders.

b) That a Selection Committee be established with representation from trustees, principals, Physical Education Heads, Students and community members.

c) That a permanent site be found for the display of memorabilia and winners.

When Mrs. Hill remarked that the students should be allowed to proceed with their own initiative, Mr. Hicks explained that the motions reflect total support for the contents of the report.

The question was called and was **CARRIED**.

The motion was put to a vote and was **CARRIED**.

Tenders for the Renovation of Glendale Secondary School

Mr. O'Connor, Design Engineer, reviewed the reports and advised that further negotiations were held with the lowest bidder to meet the proposed budget allocation.

Moved by Canon Rogers:

That the Report re Approval of Tender for Renovation - Phase 1 of Glendale Secondary School be received for information and the following recommendations approved:

a) That a contract be awarded to Frid Contracting Limited in the amount of \$1,177,200.

b) That funds for this project be provided in the amount of \$1,550,000.

c) That pursuant to the provisions of Part IX, Section 235, subsection 1, of the Education Act, the Superintendent of Finance and Treasurer be authorized to make application for necessary funds for this project to be raised by the sale of debentures of the said Regional Municipality of Hamilton-Wentworth with repayment term not to exceed twenty (20) years and that the appropriate By-Law for the said purpose to be passed by the Council of said Regional Municipality.

Under the Canada-Ontario Infrastructure Works Program, the Board cost is one-third of the total \$5.5 million (3 phases). Funds received from the sale of certain sites may be placed against this expenditure and, therefore, no money was allocated in the budget.

The motion was put to a vote and was **CARRIED**.

Report re Tri-Board Initiative
re Sharing of Transportation
Officer

Mr. Rutledge presented the report.

Responding to Mrs. Hill, Mr. Rutledge attempted to clarify the division of responsibilities between the Transportation Department and those covered under the \$50,000 Laidlaw maintenance fee in the report discussed earlier.

Ms. Christmas advised that validation of bills for the transportation of exceptional students results in a cost saving of \$45,000 per month. It was suggested the Student Information System (S.I.S.) may be used to facilitate this process in future.

As the trustee who requested this item, Miss Cunningham observed her disappointment that the focus of the report was not about the potential for sharing a Transportation Officer.

At Mr. Stewart's suggestions, it was

Moved Mrs. Hill:

That the Director set up a Tri-Board meeting to discuss the initiative of sharing a Transportation Officer.

The question was called and was **CARRIED**.

The motion was put to a vote and was **CARRIED**.

It was agreed:

That the Report re Tri-Board Initiative re Sharing of Transportation Officer be received for information.

At this point in the meeting, Mr. Mulholland attempted to add an item to the agenda regarding Honeywell; however,

when the Chairman called for a two-third's vote, it was not received.

Moved by Mrs. Johnstone:

That the Presentation by Wendy Schrama regarding the number of trustees, under Elementary/Secondary - New Business be dealt with at this time. **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Presentation - Wendy Schrama regarding number of trustees

While satisfied with the work performed by trustees, Ms. Schrama referred to the upcoming implementation of Parent Advisory Councils and asked that the trustees consider downsizing to one trustee per ward for the 1997 election - with the savings being put into the classroom. As a parent, school volunteer and taxpayer, she was concerned that the future foundation for society is a good education for children.

Responding to questions, Ms. Schrama acknowledged the minimal impact \$134,000 would have on the Board's budget and programs and offered to continue to search for additional reductions. She agreed that a revised municipal structure, school board amalgamation, provincial legislation and the provincial election are all areas which may change the Board structure.

On the issue of governance, Mr. Hicks noted the number of trustees per ward has been considered in the past and the government is in the process of amalgamating school boards and reducing the number of trustees. He agreed the number of trustees must be considered as potential savings in principle.

Mr. Mulholland suggested that Ms. Schrama contact the Ontario School Board Reduction Task Force headed by Mr. Sweeney who is seeking public input this Fall about amalgamation.

Appreciative of the presentation, Miss Cunningham recognized Ms. Schrama's sincerity and concerns - many concerns which trustees already have had an opportunity to discuss. In considering the normal process for public presentations, trustees noted the difficulty in referring this presentations to officials for a response.

Mrs. Schrama indicated she was not seeking a written response and was agreeable that the presentation be received for information.

In accordance with the Board's Rules and Regulations, the Chairman then sought and received a two-third's majority vote to deal with this presentation tonight.

Moved by Mrs. Hill:

That the presentation by Wendy Schrama regarding the number of trustees be received for information.

CARRIED.

Miss Cunningham thanked Mrs. Schrama for her work in compiling the presentation.

Holiday Schedule for 1995
- 1996 school year for the
Education Centre, Dundurn
Building, Mountain/Lower
City Offices and Schools

In presenting the report, Ms. Russon, Manager, Employee Relations asked that the phrase "in lieu of" be removed prior to "Canada Day" in the recommendation.

Moved by Mrs. Hill:

That the following Holiday Schedule for the Education Centre, Dundurn Building, Mountain/Lower City Offices and Schools be incorporated into the 1995-1996 School Year Calendar:

Monday, September 4, 1995	- Labour Day
Monday, October 9, 1995	- Thanksgiving Day
Monday, December 25, 1995	- Christmas Day
Tuesday, December 26, 1995	- Boxing Day
Wednesday, December 27, 1995	- in lieu of Noon Closing on December 22 and 29
Monday, January 1, 1996	- New Year's Day
Friday, April 5, 1996	- Good Friday
Monday, April 8, 1996	- Easter Monday
Monday, May 20, 1996	- Victoria Day
Monday, July 1, 1996	- Canada Day
Monday, August 5, 1996	- Civic Day

Concerns were expressed as follows:

- none of the employee groups had been canvassed re December 27th
- the Umbrella Board is contracted to provide day care between Christmas and New Years
- negotiated agreements include the two half day's off prior to Christmas and New Year's days
- what, if any, financial impact would this have on employees in conjunction with the proposed closure of 1995 12 28 and 29
- the original purpose of the half days was to recognize this busy time for employees and should not be moved for "convenience"

Moved in amendment by Dr. Johnston:

That the Holiday Schedule be referred to the 1995 06 15 Special Meeting of the Operations and Finance Committee.

CARRIED.

Closure Schedule for the
Education Centre, Dundurn
Building, Mountain/Lower City
Offices and Schools

Concerns:

- impact on school cleaning and maintenance by the proposed shutdown periods
- are the two days off Christmas week voluntary?
- inequity/hardship for junior employees with lower salaries and insufficient holidays to cover

Suggestions:

- that the two middle weeks of August would be more appropriate because Summer School is finished
- that the report be referred back to the officials

Mr. Goodridge asked that the Resource Management Strategy Committee be given the opportunity to consider the concept of shut down in the context of structure organization, facilitating work and/or holidays, and saving some money. He acknowledged that not all operations could cease and that the term "closure" is not completely reflective of the intent to have more flexibility.

Moved by Mrs. Hill:

That this Committee continue to meet past 23:00 hours.

LOST.

The meeting then adjourned.

Read and confirmed,

.....

Chairman

MINUTES OF THE
SPECIAL MEETING OF THE OPERATIONS AND FINANCE
1995 06 05

URBAN/MUNICIPAL
CA 40NHBL W26
34
1995

Present: Trustees Cunningham (Chairman), Hicks, Lowe, Orban, Rogers and Stewart.

Not Present: Trustee Desmarais.

Also

Present: Trustees Bishop, Darby, Hill, Johnston, Johnstone, MacDonald, Mulholland and Paquin.

Officials

Present: D. Goodridge (Director of Education and Secretary)
P. Shewfelt (Superintendent of Finance and Treasurer)
E. Bond (Superintendent of Program)
R. Binns (Superintendent of Human Resources)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
R. Lavoie (Superintendent of Schools – French as a First Language)
S. Thompson (Assistant Superintendent of Schools – Lower City)
F. Cooke (Assistant Superintendent, Program)

Miss Cunningham called the meeting to order, noting regrets for being unable to attend this evening's meeting were received from Trustees Desmarais and Rodgerson.

GENERAL

Business Arising out of the Minutes

Report re Summary of Unspecified Reductions

Mr. Goodridge reviewed the Agenda package, indicating that the recommendations from Senior Management meet the mandated reduction and Mr. Shewfelt reviewed the information with the members.

Mr. Mulholland, noting the direction coming out of the budget deliberations was to find the unspecified reductions from Lines 3–20, questioned the reduction of \$1,720,000 from Salaries and Wages.

In response to Mr. Stewart's question why the information on the in-camera agenda could not be dealt with in public, Mr. Goodridge offered that one item in particular should be considered in-camera.

The Chairman concurred with the suggestion that the Committee meet in-camera now and then re-convene in public.

Following a brief in-camera session, the public meeting resumed.

Mr. Binns reviewed the following proposed reductions as listed on the in-camera agenda:

1. Deduction of 1 day's pay for all staff (\$865,000)
2. Lunchroom Program (\$150,000)
3. Christmas Shut Down (\$50,000)
4. Overtime (\$100,000)
5. Human Resources [budgetary amounts towards future salaries/wages] (\$225,000)
6. Temporary Assistance (\$230,000)
7. Employee Benefits (\$100,000)

In praise of the recommendations, it was moved by Ms. Orban:

That the trustees give one day of their honoraria towards public education. Carried.

During the ensuing discussion it was confirmed that:

- .not all employee groups have been approached regarding the one day's pay deduction
- .the recommendation for a Christmas shut down period will not affect the 7 Child Care Centres that are attached to schools [details to be determined]
- .for some staff, the Christmas shut down period would be in addition to the one day's pay deduction
- .the reduction in the Temporary Assistance budget will be spread equally across all Superintendents (prorated)

In answer to questions, Mr. Binns reported that the amounts remaining in the following budgets are:

- .Temporary Assistance - \$5,269,718
- .Overtime - \$300,000
- .Lunchroom - \$1,050,000

Determining that the Lunchroom Program has been dealt with by the Board this year, the Chairman called for a two-thirds vote to consider the recommendation (Elementary/Secondary). The required majority vote was received.

When concern was expressed that the Christmas shut down period, along with the additional periods being recommended at the June Operations and Finance Committee meeting, was unfair to some employees, Mr. Binns responded that the recommendation is an attempt by the officials to save jobs. However, he offered that, if the trustees wished, the \$50,000 allotted for the Christmas shut down could be reassigned to the Temporary Assistance reduction.

Moved by Mr. Stewart: That the amount of \$50,000 for the Christmas shut down period be reallocated to the reduction in the Temporary Assistance budget for a total of reduction \$280,000. Carried.

When trustees questioned how the recommendation for one day's pay deduction could be approved when not all employee groups have agreed to this direction, it was moved by Mrs. Hill:

That the recommendation regarding the deduction of one day's pay for all staff be deferred to a time when the Director of Education and Superintendent of Human Resources can report back. LOST.

Following some questions for clarification, the Chairman suggested that a motion to receive the report, as amended, was appropriate.

Moved by Mr. Stewart: That the Report re Summary of Unspecified Reductions, as amended, be received. CARRIED.

The meeting then adjourned.

Read and confirmed.

.....
Chairman

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**MINUTES OF THE
SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE
1995 06 13**

Present: Trustees Cunningham (Chairman), Desmarais, Hicks, Lowe, Orban, Rogers and Stewart.

Also

Present: Trustees Bishop, Johnston, Johnstone, MacDonald and Mulholland.

Officials

Present: P. Shewfelt (Secretary Pro-Tem and Superintendent of Finance and Treasurer)
P. Gillie (Superintendent - Administrative and Operational Services).

Miss Cunningham called the meeting to order noting regrets for not being able to attend were received from Trustee Darby.

In the absence of the Secretary of the Board, it was

Moved by Mr. Stewart:

That Mr. Shewfelt be appointed Secretary Pro-Tem.

CARRIED.

GENERAL

Report re Sale of Board Sites

Mr. Sage, Manager, Property, Audit and Assessment, updated members regarding the four properties approved for sale. Mr. Sage outlined possible options to increase the attractiveness of the remaining properties for buyers.

Moved by Ms. Orban:

That the Report re Sale of Board Sites be received for information and the following recommendations be approved:

a) That the bid from Homes by DeSantis for the purchase of 6.0 acre parcel of land in Lot 29 Concession 2 (Saltfleet) [Kentley Neighbourhood - Block 37], in the amount of \$1,061,262 be accepted and that the funds realized from the sale be placed in Capital Reserves.

b) That the bid from Hampshire Properties Inc. for the purchase of Ridge School and site, in the amount of \$405,000 not be accepted.

The motion was put to a vote and was **CARRIED.**

Report of 1994 Assessment Appeals

Mr. Sage presented the report.

Moved by Canon Rogers:

That the Report re 1994 Assessment Appeals be received for information.

As no reserve was established to cover the \$1.9 million - similar to the Dofasco assessment - the City will reduce their payments to the Board to compensate for this shortfall.

The motion was put to a vote and was **CARRIED.**

Three Year Fiscal Plan - requested by Trustee Bishop

Recognizing that many of her initial motions were drafted during the budget process and may seem dated, Mrs. Bishop clarified her intent to initiate a three-year process to ponder concerns raised by trustees such as declining revenues and long term planning for savings.

Moved by Mrs. Bishop:

That a Working Group to include at least 4 trustees work with the officials to bring recommendations to the Board regarding a three-year fiscal plan by December, 1995.

During the discussion it was understood that:

- the membership would be open-ended, i.e. employee groups can be included as needed
- the starting point of the Group would be to review the new 12-month process.
- the Working Group's recommendations would not be final but would require further consideration and work.

Mrs. Bishop agreed to a friendly amendment to change the recommendation to report to the "Operations and Finance Committee" rather than Board.

Those speaking against the motion raised concerns about overlap which may occur with other Committees' mandates: i.e. Contracting In/Out, Salary, Revenue Generation.

With a view to process, Mr. Shewfelt reminded trustees that relative to a three year plan, a motion had been passed approving the Proforma Budget as a Senior Management document.

The motion was put to a vote and was **CARRIED**.

Report of the Trustee Communications Committee

Moved by Dr. Johnston:

That the following Report of the Trustee Communications Committee be approved:

a) That the Pamphlet - "The Role of the North York School Trustees" be received for information and that the Public Relations Officer take this under advisement for inclusion in the Parent School Calendars.

b) That a response be sent to the Hamilton Principals' Association's correspondence of 1995 01 23, emphasizing and quoting Item iii) under the Guidelines for Submissions to School Newsletters.

CARRIED.

Report of the Child Care Committee

Moved by Canon Rogers:

That the following Report of the Child Care Committee be approved:

a) That the reduction in rental rates be set at 27% for Norwood Y.M.C.A. Kindercare Centre, based on the rental rates established by September 1995.

b) That the correspondence from Mother Goose Co-operative Pre-School Inc. be received for information and the following recommendation approved:

(i) That no reduction in rental rates take effect for Mother Goose Co-operative Pre-School until September, 1995.

CARRIED.

Report of Policy Review Committee

Moved by Canon Rogers:

That the Report of the Policy Review Committee be approved.

Relative to Clause 13, Mr. Stewart clarified that the proposed change to Operating Procedure 25 results from a request from the Home and School Council regarding provisional permission for fundraising activities that are presently banned. The inclusion of this clause is a temporary measure to permit Nevada ticket sales to **continue off Board property**. It is anticipated that the Corporate Sponsorship Policy, due in September, will encompass fundraising and supercede this action.

With respect to licencing for lotteries, i.e. Nevada tickets, the following concerns were raised:

- that the Home and School is the incorporated body holding the licence
- that the ticket boxes be located appropriately in a mall or store
- consideration be given to the advertising next to the ticket boxes
- whether the school name or school equipment purchases are identified as the charity on the licence

Questions were raised about:

- the legality of the Board benefiting from such lotteries, i.e., equipment
- potential ramification of the Home and School acting as an "agent"

Dr. Johnston requested that the clauses be voted on individually. He spoke against lotteries as the antithesis of what this Board represents.

Trustees speaking in favour of the proposal:

- noted the temporary nature of this change
- while the Board cannot control the Home and School's fundraising activities, the proposed amendment would ensure that no lottery ticket sales/boxes will be located on school property
- it was noted that O.P. 25, Clause 7 forbids **schools** from operating lotteries
- action must be taken to ensure all groups are operating under the same rule

Moved in amendment by Dr. Johnston:

That Clause 13 be referred back to the Policy Review Committee.

Speaking to the referral, trustees noted:

- it is not illegal to receive funds from a lottery
- the conflict between those currently involved and those who wish to be

Mr. Stewart reiterated Clause 13 results from knowledge about and desire to be involved in this activity; however, Superintendents have turned down such requests based on Board Policy. Home and Schools presently raising funds through Nevada ticket sales acquired their licence without consulting a Superintendent and thus the Council has requested a temporary resolution to enable these lotteries to continue.

The amendment was put to a vote and was **LOST**.

Clause 13 was put to a vote and was **CARRIED**.

Mr. Hicks suggested that the Chairman of the Board may wish to contact those Home and Schools and request that they not renew their licence once their allotment of tickets is sold.

Clause 1 was put to a vote and was **CARRIED**.
 Clause 2 was put to a vote and was **CARRIED**.
 Clause 3 was put to a vote and was **CARRIED**.
 Clause 4 was put to a vote and was **CARRIED**.
 Clause 5 was put to a vote and was **CARRIED**.
 Clause 6 was put to a vote and was **CARRIED**.
 Clause 7 was put to a vote and was **CARRIED**.
 Clause 8 was put to a vote and was **CARRIED**.
 Clause 9 was put to a vote and was **CARRIED**.
 Clause 10 was put to a vote and was **CARRIED**.
 Clause 11 was put to a vote and was **CARRIED**.
 Clause 12 was put to a vote and was **CARRIED**.

Report of the Name Search Committee - Mountain Secondary School

Ms. Orban explained the Name Search Committee's recommendation emanates from the work being undertaken by the Secondary Future Committee re Secondary School re-organization.

Moved by Ms. Orban:

That the following Report of the Name Search Committee - Mountain Secondary School be approved:

a) That the status quo be maintained at Mountain Secondary School until after the review of secondary school education. **CARRIED.**

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Mr. Hicks:

a) That the recommendations of the Director of Education be approved.

CARRIED.

The meeting then adjourned.

Read and confirmed,

PAGE 40

ADDED RECOMMENDATION

(a) That the following trip request be approved:

(i) Delta, Grades 9-OAC, GAC year-end activity, Niagara Falls, N. Y., 1995
06 20-22 (Tuesday to Thursday)

Respectfully submitted,

D. W. Goodridge,
Director of Education
and Secretary

cv

1. The first part of the document is a list of names of persons who have been appointed to various positions in the organization.

2. The second part of the document is a list of names of persons who have been appointed to various positions in the organization.

3. The third part of the document is a list of names of persons who have been appointed to various positions in the organization.

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8. The eighth part of the document is a list of names of persons who have been appointed to various positions in the organization.

Present: Trustees Cunningham (Chairman), Lowe, Orban, Rogers and Stewart.

Not Present: Trustees Desmarais and Hicks.

Also

Present: Trustees Bishop, Darby, Gage, Hill, Johnston, Johnstone, Korz, Mulholland, Patenaude, Paquin and Rodgerson.

Officials

Present: D. Goodridge (Director of Education and Secretary)
P. Shewfelt (Superintendent of Finance and Treasurer)
P. Gillie (Superintendent - Administrative and Operational Services)
R. Binns (Superintendent of Human Resources)
E. Bond (Superintendent of Program)
M. Quinn (Superintendent of Schools - Lower City)
M. Matier (Assistant Superintendent of Schools - Mountain)
S. Thompson (Assistant Superintendent of Schools - Lower City)
F. Cooke (Assistant Superintendent of Program)

The Chairman noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais and MacDonald.

GENERAL

Verbal Report re Teacher Training (Hamilton Board of Education/Brock University)

Mr. Goodridge, introducing Dr. Terrance Boak, Dean, Faculty of Education, Brock University, reported that a joint proposal regarding a "Teacher Training Technology Project Partnership" has been submitted to the Ministry of Education and Training under the Technology Incentive Partnership Program (TIPP-1995).

In presenting the details of the program to the members, Mr. Goodridge and Dr. Boak noted that the project will provide an innovative model for the training of practising and pre-service teachers in the integration of information technology into the teaching-learning process. The goal is to improve the learning environment for students and will utilize staff in both the Hamilton Board and Brock University.

Mr. Goodridge assured the members that, with or without Ministry funding, this proposal will be at no cost to the Board.

A copy of the proposal will be forwarded to the members.

Moved by Mrs. Hill: That the Verbal Report regarding the "Teacher Training Technology Project Partnership" proposal (Hamilton Board of Education/Brock University), as submitted to the Ministry of Education and Training under the Technology Incentive Partnership Program (TIPP-1995) be received for information. Carried.

The meeting then adjourned.

Adopted as presented.

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SEPTEMBER, 1995

OPERATIONS

URBAN MUNICIPAL

AND

OCT 2 1995

FINANCE

GOVERNMENT DOCUMENTS

COMMITTEE



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

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OPERATIONS & FINANCE COMMITTEE
1995 09 12

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ELEMENTARY/SECONDARY

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REPORT OF THE
COMMISSIONER OF THE
LAND OFFICE

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LAND OFFICE

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REPORT OF THE
COMMISSIONER OF THE
LAND OFFICE

**MINUTES OF THE
OPERATIONS AND FINANCE COMMITTEE
1995 09 12**

Present: Trustees Cunningham (Chairman), Hicks, Lowe, Orban, Rogers and Stewart.
Not Present: Trustee Desmarais
Also Present: Trustees Bishop, Darby, Gage, Hill, Johnston, Johnstone, Korz, MacDonald, Mulholland and Rodgerson.

Officials Present: D. Goodridge, Director of Education and Secretary
P. Shewfelt, Superintendent of Financial Services and Treasurer
P. Gillie, Superintendent - Administrative and Operational Services
M. Quinn, Superintendent of Schools - Lower City
N. Nicholls, Superintendent of Schools - Mountain
M. Matier, Assistant Superintendent of Schools - Mountain
S. Thompson, Assistant Superintendent of Schools - Lower City
G. Rutledge, Controller

Miss Cunningham called the meeting to order noting regrets for not being able to attend were received from Trustee Desmarais.

Moved by Canon Rogers:

That the minutes of the regular meeting of 1995 06 06 and special meetings of 1995 06 05, 1995 06 13, 1995 06 15 and 1995 08 31. **Carried.**

Members agreed to consider the Presentation from the Art Gallery as the first item of business.
GENERAL

NEW BUSINESS:

**Presentation - Art Gallery
of Hamilton**

Messrs. Helm and Pietrzak, Chair and Executive Director, presented on behalf of the Art Gallery.

In responding to questions, it was noted that:

- a request from the Hamilton Roman Catholic Separate School Board for an allocation of property taxes has been deferred for the time being.
- historically, Art Galleries have been considered as a centre for education and not subject to property taxes.

It was agreed:

That the presentation by the Art Gallery of Hamilton regarding municipal tax exemption be referred to the officials for a report.

Miss Cunningham extended thanks to the presenters.

BUSINESS ARISING OUT OF THE MINUTES:

**Response from the Officials
to the Presentation by
Theatre Aquarius**

Miss Cunningham explained that Theatre Aquarius had requested a deferral of this item to a future date. [Letter attached]. It is anticipated the delay will be no more than two months.

Moved Dr. Johnston:

That the Response from the Officials re Theatre Aquarius' request for support of a Private Member's Bill granting property tax relief be deferred.

While deferral of the motion was opposed by one trustee on the basis that "taxes have to be paid", other members were in agreement with the motion.

Dr. Johnston agreed to a friendly amendment referring the Report back to the Officials.

Mr. Goodridge anticipated the compromise proposed by Theatre Aquarius could be incorporated into the Officials' Report, although a second presentation may be considered.

The following motion was put to a vote and was Carried.
That the Response from the Officials re Theatre Aquarius' request for support of a Private Member's Bill granting property tax relief be referred back to the Officials.

Report re Corporate
Development Plan and
Policy

Mr. Goodridge presented the report.

Moved by Mrs. Bishop:

That the Report re Corporate Development Strategy be received for information and the following recommendations be approved:

a) That the Board initiate a Request for Proposal for a Fundraising Study.

b) That parameters for the Fundraising Study include: recommendations for a corporate development strategy, implementation plan, corporate development policy (system and school level), and staffing associated with long-term fundraising strategies (this will include examination of linkages with a grants portfolio).

c) That a Fundraising Study Committee, with membership as outlined in Appendix B, be appointed for the purpose of reviewing fundraising proposals and for making recommendations to the Operations and Finance Committee.

d) That recommendations regarding a Fundraising Study, including budget recommendations, be presented to the December 1995 Meeting of the Operations and Finance Committee.

While members were in agreement that fundraising sources need to be identified, some concern was expressed over the lengthy timelines proposed. Mr. Goodridge noted the timelines were modelled on another Board's experience and he will attempt to condense the timeframe.

Trustees commented on the Report as follows:

- . concerns that the sequencing on Pages 4/5 may need to be altered
- . comprehensive approach to enhancing revenues with trustee approval at various stages

Other remarks included:

- . the need to ensure strict rules are in place
- . information re costs involved

. cautionary note that companies may try to use schools for advertising purposes

Mr. Goodridge offered that the "experts" would be expected to identify fundraising approaches in the immediate and wider community, target clientele, plan how to develop financial interest and provide a cohesive plan for Board fundraising efforts. The Board would make the final determination about which company to select.

Moved in amendment by Mr. Korz:

That the membership of the Fundraising Study Committee (Appendix B) include a representative from the Home and School Association and a member of the community. **Carried.**

The motion, as amended, was put to a vote and was **Carried.**

At Mr. Korz's request, members agreed to discuss the Policy for Parent/Community Involvement as the next item of business.

NEW BUSINESS:

Policy for Parent/Community Involvement

Messrs. Thompson and Matier and Ms. Gibson, President of the Hamilton Council of Home and School Association presented the report utilizing overheads [attached] to highlight the five levels of parent/community involvement, the Ministry's Policy/Program Memorandum #122 and the Board's proposed Policy Statement. The final overhead outlined the School Council Development Stages from September 95 to June, 1996.

Moved by Mr. Gage:

That the Report re Policy for Parent/Community Involvement be received for information and the following recommendations be approved:

a) That the following statement be approved as the Policy for Parent/Community Involvement:

All schools will develop and implement a systematic, multi-levelled plan including School Councils that will effectively and efficiently involve parents and community.

b) That the attached action plan for development of this initiative be approved.

c) That a comprehensive report detailing the various levels of parent and community involvement, including the formation of School Councils be brought to the Board for approval in December, 1995.

Several trustees commented on the public's misconception about the role of the Councils. Mr. Thompson affirmed the Council's advisory role at the school whereas the role of trustees is governance.

d) That, in keeping with the principles of the Municipal Conflict of Interest and Municipal Elections Acts:

i) parent and community representation be limited to those **not** employed by the Board; and

ii) on issues impacting financially on employees of the Board, any parent or community member of a school council with a spouse or child in the employ of the Board shall not participate in discussions of such issues.

Concerns were raised in the following areas:

- . the three suggested models may lead to a "patchwork" system of councils
- . whether advisory councils could "link" into the Home and School network for communication purposes
- . the need for role clarification to avoid conflict between trustees and school councils
- . the need for in-service

It is anticipated that a Ministry Resource document, due at the end of September, will help to clarify some issues. Mr. Matier will provide documentation to Dr. Johnston about the Progressive Conservative's support of school councils.

Relative to the amendment, the following remarks were put forth:

- . concern about "drawing" the line of membership for School Councils
- . suggested alternative criteria included: 18 years of age, Canadian citizen and a public school taxpayer

In the belief that the amendment may prove to be premature, it was

Moved in amendment to the amendment by Mrs. Bishop:

That the amendment be tabled.

Carried.

Other areas of concern raised included:

- . trustees' role related to School Councils/trustees who are parents/trustees as interested members of the community.

The motion was put to a vote and was **Carried.**

Miss Cunningham asked that the practice of individual report presentations be suspended as the members received the reports in advance and staff are available to answer any questions.

Reduction in Provincial Funding

Moved by Mr. Darby:

That the Report regarding the Reduction in Provincial Funding be received for information and the following recommendation be approved:

- a) That the Ministry of Education and Training

announcement regarding the reduction in operating grants and the funding changes to the Canada Ontario Infrastructure Works Program be received for information.

Moved in amendment by Ms. Orban:

Note: Amended at 09 21 Board to include copies to the Ministers of Education and Training and Finance.

b) That a letter be sent to Premier Harris expressing 1995 disappointment in the reduction to provincial education funding.

The Chairman of the Board to send the letter, with a copy to the Minister of Education and Training and all trustees.

The amendment was put to a vote and was **Carried**.
The motion, as amended, was put to a vote and was **Carried**.

Energy Consortium

Moved by Ms. Orban:

That the Report regarding the Energy Consortium be received for information.

Mr. Stewart thanked all the individuals involved in this initiative.

The motion was put to a vote and was **Carried**.

Mr. Goodridge confirmed that, in conjunction with the Board's response to the Sweeney Report, he would share with them such initiatives being undertaken by this Board.

Interim Financial Status Report (as of 1995 07 31)

Moved by Mrs. Bishop:

That the Interim Financial Status Report - 1995 07 31 be received for information.

Mr. Shewfelt assured members that fluctuations as identified by Mrs. Bishop result principally from internal capital financing arrangements and are not an indication of budget overages.

Moved in amendment by Mr. Darby:

That percentages for Fixed, Variable and Overall totals for each Superintendency be included in the Interim Financial Status Report and that effective July, 1996 a comparison be provided between the current and preceding year. **Carried**.

The motion, as amended, was put to a vote as was **Carried**.

Increase in Line of Credit

Moved by Mrs. Lowe:

That the Report regarding the Increase in Line of Credit be received for information and the following recommendation be approved:

a) That the Chairman of the Board and the

Superintendent of Financial Services and Treasurer be authorized to establish a line of credit of \$20,000,000 with the Canadian Imperial Bank of Commerce, retroactive to 1995 07 01.

Carried.

**Major Initiatives for
1995, 1996 and 1997**

Mr. Goodridge presented the report.

Moved by Mrs. Bishop:

That the Report regarding Major Initiatives 1995/1996/1997 be received for information and the following recommendations be approved:

a) That the following Major Initiatives for 1995, 1996 and 1997 be endorsed by the trustees:

- Accountability
- Common Curriculum
- Parent/Community Involvement
- Resource Management
- Safe Schools
- Technological Systems

b) That a report on the implementation of these initiatives be presented on an annual basis.

Mr. Goodridge suggested Mrs. Bishop's concerns about drop-out and suspension rates as a "wellness" indicator could be captured within the Safe Schools Report which includes documentation of suspension information although not by individual school totals.

Relative to Special Education, he assured her this statement is a descriptor and the process for approval would come to the appropriate Committee(s).

The motion was put to a vote and was **Carried.**

**Request for Liquor Licence
- Hill Park Secondary
School's 40th Anniversary**

Moved by Mr. Stewart:

That Hill Park Secondary School be granted permission to obtain a liquor licence for 40th Anniversary celebrations to be held the evening of 1995 10 20.

Carried.

ELEMENTARY/SECONDARY

**NEW BUSINESS:
Recommendations of the
Director of Education**

Moved Mr. Darby:

That the recommendations of the Director of Education be approved.

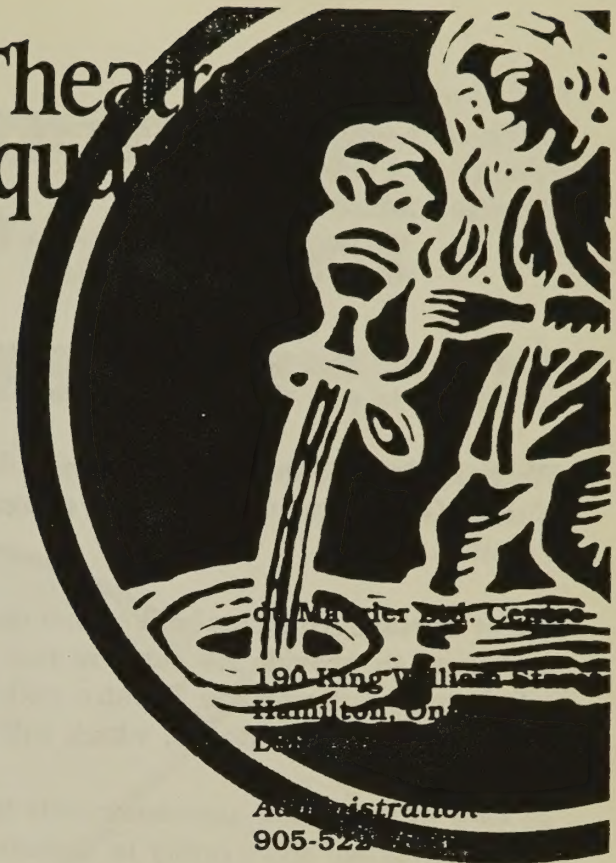
The motion was put to a vote and was **Carried.**

The meeting then adjourned.

Read and confirmed,

.....
Chairman

Theatre Aquarius



September 12, 1995

Margaret Cunningham, Chairperson
Finance and Operations Committee
Hamilton Board of Education
100 Main Street West, 4th Floor
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Dear Mrs. Cunningham:

RE: Theatre Aquarius Tax Relief

As you may know, I am Vice President of the Board of Directors of Theatre Aquarius and on behalf of the Theatre, my Committee has approached the City of Hamilton and the Regional Municipality of Hamilton-Wentworth as well as the Hamilton Board of Education in respect to a request for exemption from municipal taxes and for forgiveness of arrears of municipal taxes.

Since initially approaching the Board of Education last May, this matter was on your Agenda and deferred to tonight's meeting.

REQUEST

It is our request that our matter not be debated and not be decided upon this evening.

THE REASON

We have met with Don Goodrich, your Director, at his invitation on two occasions to discuss our request and also to describe how the Theatre, both through its Theatre operations and through its facility, can provide value to the students and the community to justify the request for tax exemption. I must say that your Director and Mr. Paul Shewfelt have given us a gracious welcome and have considered our input. For that we are most thankful.

Don Goodrich, Centre
190 King William Street
Hamilton, Ont.
L8N 3L1

Administration
905-522-7529

Box Office
905-522-7529
1-800-465-7529

Fax
905-522-7865

Stephen Newman
Artistic Producer

Peter Mandia
(1943 - 1994)
Founder

September 12, 1995
Margaret Cunningham, Chairperson
Finance and Operations Committee
Hamilton Board of Education
Page 2

Based upon our more recent conversations, it is my belief that we can and should explore in a concrete way the value that the Theatre can provide to the Board and its students.

We have little doubt that the present financial circumstances and the policies of the Mike Harris Government impose an extremely heavy burden on both your staff and the Trustees.

We at Theatre Aquarius believe that each and every one of us will have to explore and find new ways to provide the services that we provided in the past. By creating a stronger relationship between the Theatre and the Board, we believe that we can add value in a concrete way to the Board, which will more than justify our request for tax exemption.

In view of the recent announcements by the Harris Government, we feel that the Theatre needs a further opportunity to demonstrate this value and for that reason we are asking that you defer this matter for one month.

In addition, there are new matters which did not exist at the time of our first presentation. They are as follows:

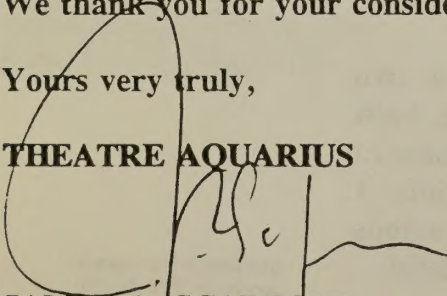
1. The Regional Municipality of Hamilton-Wentworth has approved our request, except that the Region, in its approval, has indicated that it insists upon Theatre Aquarius making arrangements to pay its arrears.
2. The City of Hamilton has passed our request for relief from future taxes for a maximum period of 15 years (being the period of our mortgage with the Canadian Imperial Bank of Commerce).
3. The Theatre Executive has endorsed these changes in our initial request.

In conclusion, we believe that in view of the recent Province of Ontario announcements, a deferral of one month to deal with our issue is appropriate.

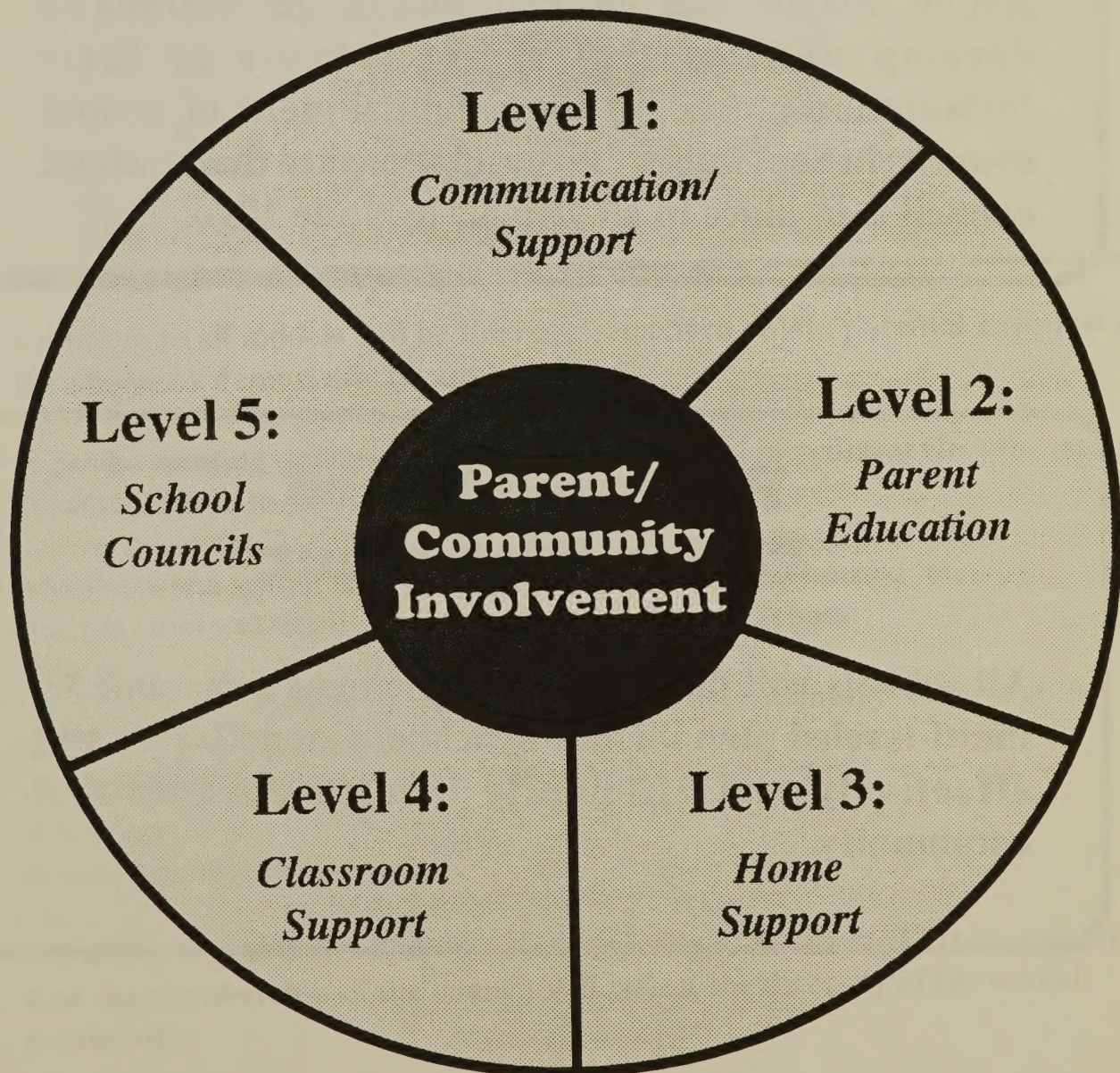
We thank you for your consideration.

Yours very truly,

THEATRE AQUARIUS


JAMES A. SCARFONE,
Vice President of the Board of Directors
JAS:cah

Parent/Community as Effective Partners



Policy Statement

Policy/Program Memorandum No. 122

The provincial policy on school councils will require school boards and minority-language sections to develop policies that direct schools in their jurisdictions to begin the establishment of school councils in September 1995, and to ensure that a school council is in place in all schools by June 1996.

Proposed Board Policy Statement

All schools will develop and implement a systematic, multi-leveled plan including School Councils that will effectively and efficiently involve parents and community.

Overview of Development

PCEP Committee at each School

- Common to all models will be the requirement to obtain parental approval of the model by democratic means.
- A public meeting open to all parents will be called in order to elect the parent representatives to the School Council.
- Members of a school council shall include, but not be limited to:
 - parents and guardians of students enrolled in the school;
 - community representatives;
 - a student (mandatory in secondary schools; in elementary schools, at the discretion of the principal);
 - the school principal;
 - a teacher;
 - a non-teaching staff member.
- Parents and guardians shall form the majority of the council. It is expected that the membership of the council will reflect the diversity of the school community.
- All schools will be reviewing the current level of Parent/Community Involvement. It is understood that schools will be at varying stages of development in the 5 levels.

Suggested Models

**M
O
D
E
L**

**#
1**

**Home &
School
or existing
Parent
Group**

**School
Council**

P

C

E

P

**M
O
D
E
L**

**#
2**

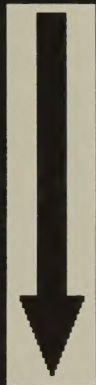
**• School Council
• Parent Group
or
Home & School**

**M
O
D
E
L**

**#
3**

**School
Council**

**Sept.
'95**



**Dec.
'95**

DEVELOPMENT

- Purpose
- Where to begin
- Membership
- Elections
- Appointments
- Initial Activities

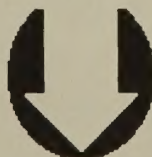


TO BOARD FOR APPROVAL (Detailed Policy)



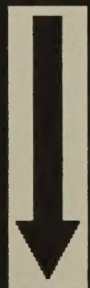
IMPLEMENTATION

- In-Service Support
- Resource Support
- Planning & Communication
- Election Day (May?)



SCHOOL COUNCILS

**Jan.
'96**



**June
'96**

**Process
includes
the
involvement
of:**

- Parents
- Admin.
- Teachers
- Support Staff
- Student Council
- Trustees
- Community / Agencies
- Federations / Unions
- Home & School
- Parent Groups
- Central Dept.

DEVELOPMENT

• Where to begin

• How to begin

• How to begin

• How to begin

• How to begin

• How to begin

• How to begin

TO BOARD

FOR APPROVAL

(Detailed Policy)

• How to begin

• How to begin

IMPLEMENTATION

• How to begin

• How to begin

• How to begin

• How to begin



SCHOOL COUNCIL

URBAN/MUNICIPAL
CA4 ON HBL W26
M34
1995

OCTOBER, 1995

OPERATIONS AND FINANCE COMMITTEE

URBAN MUNICIPAL

NOV 2 1995

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

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OPERATIONS & FINANCE COMMITTEE
1995 10 10

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2. Holiday Schedule - requested by Trustee Stewart 2
3. Request for Report re Honeywell Proposal - Trustee Mulholland 2

NEW BUSINESS:

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federal support for ESL/ESD children
- referred at 1995 09 21 Board
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ELEMENTARY/SECONDARY

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 - b) George Irvine
 - c) Local 525, C.A.W.

THE UNIVERSITY OF CHICAGO

CHICAGO

OFFICE OF THE DEAN

1. The Dean's Office is the central administrative office of the University of Chicago. It is responsible for the coordination and implementation of the University's policies and programs.
2. The Dean's Office is also responsible for the management of the University's financial affairs, including the preparation of the annual budget and the collection of tuition and fees.
3. The Dean's Office is also responsible for the management of the University's physical plant, including the maintenance of buildings and grounds.

NEW BUILDINGS

1. The University of Chicago has a long history of building new buildings. In the past, the University has built many of its own buildings, but in recent years it has increasingly relied on private donors to fund new buildings.
2. The Dean's Office is responsible for the management of the University's building program, including the selection of sites, the design of buildings, and the construction of buildings.

ELIMINATION OF DEBT

FINANCIAL AID TO STUDENTS

1. The University of Chicago has a long history of providing financial aid to students. In the past, the University has provided financial aid to students in a variety of ways, including through the award of scholarships and grants.
2. The Dean's Office is responsible for the management of the University's financial aid program, including the selection of students to receive aid, the award of aid, and the monitoring of aid.

NEW BUILDINGS

1. The University of Chicago has a long history of building new buildings. In the past, the University has built many of its own buildings, but in recent years it has increasingly relied on private donors to fund new buildings.
2. The Dean's Office is responsible for the management of the University's building program, including the selection of sites, the design of buildings, and the construction of buildings.
3. The Dean's Office is also responsible for the management of the University's financial affairs, including the preparation of the annual budget and the collection of tuition and fees.

**MINUTES OF THE
OPERATIONS AND FINANCE COMMITTEE
1995 10 10**

Present: Trustees Cunningham (Chairman), Desmarais, Hicks, Orban, Rogers and Stewart.

Not

Present: Trustee Lowe.

Also

Present: Trustees Bishop, Darby, Gage, Johnston, Korz, MacDonald, Mulholland, Paquin, Patenaude and Rodgerson.

Officials

Present: D. Goodridge, Director of Education and Secretary
P. Shewfelt, Superintendent of Financial Services and Treasurer
R. Binns, Superintendent of Human Resources Services
P. Gillie, Superintendent - Administrative and Operational Services
M. Quinn, Superintendent of Schools - Lower City
N. Nicholls, Superintendent of Schools - Mountain
M. Matier, Assistant Superintendent of Schools - Mountain
S. Thompson, Assistant Superintendent of Schools - Lower City

Miss Cunningham called the meeting to order noting regrets for not being able to attend were received from Trustees Lowe and Johnstone.

Moved by Ms. Orban:

That the minutes of the regular meeting of 1995 09 12 and special meeting of 1995 06 19 be approved. **CARRIED.**

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

**Verbal Report on the
Reduction of \$865,000
for One Day's Pay**

Ms. Russon, Manager, Employee Relations reported that all groups had been approached and 61 employees had committed a total of \$11,235.

Discussion ensued about the action to be taken relative to this update and the motion. Mr. Mulholland argued that any action on this motion must be done at Board.

Noting the report had to come to a Standing Committee first for discussion, it was

Moved by Mrs. Bishop:

That the Verbal Report on the Reduction of \$865,000 for One Day's Pay be received for information.

Trustees were dismayed to learn that failure to raise the \$865,000 will result in a deficit against the budget; it was their understanding that this amount had been removed from the budget prior to its approval. Dr. Johnston hoped a similar situation would not happen in the future.

The motion was put to a vote and **LOST**.

Emanating from this lost motion, several directions were offered:

- referral of the report to Board for action

- tabling of the report
- rescinding of the motion at Board
- that Senior Management bring a report detailing proposals for the \$865,000 deficit

Mr. Stewart assumed the Chair to allow Miss Cunningham to speak against any expectation that officials would be able to report back on savings to cover \$865,000. Accepting the fact that this sum will impact on the budget, it was

Moved by Miss Cunningham:

That no further action be taken regarding Verbal Update re the Reduction of \$865,000 for One Day's Pay.

Miss Cunningham also requested that the 61 employees be thanked in writing for offering one day's pay; however, the deduction would not be made.

The motion was put to a vote and was **Carried**.
Miss Cunningham resumed the Chair.

Holiday Schedule
- requested by Trustee
Stewart

Mr. Binns presented the rationale for the full day closure on Friday, 1995 12 29.

Moved by Mr. Stewart:

That the Report regarding the Holiday Schedule for the Education Centre, Dundurn Building, Lower City/Mountain Offices and Schools be received for information and the following recommendation approved:

a) That the following Christmas Break Holiday Schedule be approved:

Monday, 1995 12 25 - Christmas Day
Tuesday, 1995 12 26- Boxing Day
Friday, 1995 12 29- (Combination of December 22 and 29
Noon Closures)
Monday, 1996 01 01- New Year's Day

Mrs. Bishop remarked that a full day closure will result in lost subsidies for the child care centres.

On the issue of process, Mr. Mulholland contended this issue should be dealt with at Board with a two-third's majority since this issue had already been considered this Board year and Miss Cunningham agreed.

Request for Report re
Honeywell Proposal
- Trustee Mulholland

Ms. Gillie remarked her understanding that an update on the installation would be brought back and, secondly, a report on the process to tender. She indicated she was not in a position to report on either at this time.

Mr. Mulholland stated he was interested in a report on the Honeywell project and outlined specific issues: the contract, schools involved, cost savings, interest rates, length of time for payback, any conflicts between parties and resolution of

conflicts, confirmation that installation of boilers will meet Building/Safety Codes.

Mr. Stewart advised such a detailed request would require a motion. It was also pointed out that a previous motion from the 1995 06 15 Special Operations and Finance Committee meeting already provides for a report on the contract arrangement with Honeywell.

NEW BUSINESS:

Correspondence from the Peel Board of Education re increased federal support for ESL/ESD children - referred at 1995 09 21 Board

Mr. Shewfelt advised the intent is to have federal funding reflect the percentage of immigrants settling in Ontario.

Moved by Mrs. Bishop:

That the correspondence from the Peel Board of Education regarding increased federal support for ESL/ESD children be received for information and that the Board of Education for the City of Hamilton support their action. **Carried.**

Report of the Special Education Advisory Committee

Mrs. Bishop presented the report noting Items a) to g) were originally passed in a 1987 SEAC Accessibility Report and focus on planning and resources rather than monetary issues.

Moved by Mrs. Bishop:

That the Report of the Special Education Advisory Committee be approved.

While understanding the intent of the Report, some trustees were hesitant to approve recommendations that create expectations that cannot be fulfilled. Observations included:

- the Board does not have money for systematic upgrading of all schools
- possible further loss of funding
- the need for clarity in motions and elimination of words such as "long-term" and "consumers"
- is transportation cheaper?

Moved by Mr. Stewart

That the Report of the Special Education Advisory Committee be referred back to the Committee for further evaluation.

Speaking to the referral, concerns were expressed as follows:

- Chedoke-McMaster expertise draws children with special education needs to Hamilton
- the work and time expended by the committee on this report and possible misinterpretation of the referral

Mr. Mulholland hoped the recommendations would be dealt with independently.

In support of the recommendations, it was noted that:

- no timelines (long-term) are included in the recommendations
- recommendations do not say this **has to happen**, but what

should happen.

- basic statements of the direction we should try to follow.
- recommendations provide a framework for Human Rights' Legislation and proposed legislation for Integration of students in schools.
- the word "consumer" be replaced by "SEAC representative"

It was suggested that such reports should be handled differently, i.e. reviewed by officials first for input into costings, timelines, etc.

Mr. Goodridge acknowledged the difficulty of long-term planning without resources. Trustees' understanding of the implementation of this report would be paramount given that no timelines were delineated within the recommendations.

Mrs. Bishop reiterated the recommendations represent a moderate approach to planning. Timelines were omitted as SEAC is aware of the constraints faced by the Board.

Mr. Stewart noted that Board approval means approved policy which would effect its implementation and suggested that the words "and the following recommendations be approved" should be eliminated.

Mr. Mulholland assumed the Chair at Miss Cunningham's request.

Miss Cunningham commented her understanding that some of these recommendations should be happening but felt they must be incorporated into the priorities of the Board in a deficit situation. She was in agreement with the referral while recognizing the commitment of SEAC.

The motion was put to a vote and was **Carried**.

Miss Cunningham resumed the Chair.

When Mr. Gage suggested sending the report to Senior Management, Miss Cunningham noted Mr. Stewart's offer to explain members' concerns to SEAC.

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

Report from the Working Group re Kindergarten Registration Procedures

Mr. Matier and Ms. Simpson, Project Team Leader - Early Years, presented the Report.

Moved by Ms. Orban:

That the Report re Kindergarten Registration Procedure be received for information.

Mr. Mulholland assumed the Chair to allow Miss Cunningham to voice her reluctance to approve a recommendation containing a \$2,000 expenditure (page 8). She urged staff to prioritize within their own budgets before reports are brought to Board. Ms. Simpson and Ms. Brock-Woodland, Public Relations Officer, agreed to absorb this amount.

The motion was put to a vote and was **Carried**.

Moved by Canon Rogers:

That a Working Group be formed to examine the long-term planning issues/implications as identified in Appendix 3. **Carried.**

NEW BUSINESS:

**Recommendations of the
Director of Education**

Moved by Mr. Stewart:

That the recommendations of the Director of Education be approved. **Carried.**

**Correspondence regarding
the Lunchtime Program
- referred at 1995 09 21
Board**

Ms. M. Avery, Employee Relations Officer-Lunchroom, outlined how schools are monitoring students during lunchtime.

Moved by Mr. Stewart:

That the following correspondence regarding the Lunchtime Program be received for information and that the Chairman send letters of explanation:

- a) Parent Advisory Committee, Fernwood Park School
- b) George Irvine
- c) Local 525, C.A.W.

Carried.

The meeting then adjourned.

Read and confirmed,

cv

.....
Chairman

URBAN/MUNICIPAL
CAY ON HBL W26
A34
1995

**AGENDA
OPERATIONS AND FINANCE COMMITTEE
1995 11 02**

URBAN MUNICIPAL

Confirmation of the minutes of the regular meeting of 1995 10 10.

NOV 7 1995

GENERAL

GOVERNMENT DOCUMENTS

BUSINESS ARISING OUT OF THE MINUTES:

1. Progress Report re Educational Purchasing Group,
Hamilton-Wentworth District - Page 1

NEW BUSINESS:

1. Interim Financial Status Report (as of 1995 09 30) - Pages 2 to 7
2. Forecast of Expenditures and Revenues - Pages 7A to 7F
3. Report on Freedom of Information Activities (F.O.I.) - Pages 8 to 10
4. Annual Report on Public Relations Planning [to be deferred to December]
5. Request for a "Budget Analysis Ad Hoc Committee"
- Trustee Bishop - Page 11
6. Report of AIDS Committee - Pages 12 and 13
7. Report of the Transportation Committee - Page 14

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Page 15 and 16

RECEIVED

NOV 10 1964

U.S. DEPT. OF JUSTICE

1995 11 02

To: The Chairman and Members of
The Operations and Finance Committee

From: Paul Shewfelt
Superintendent of Financial Services and Treasurer

Prepared by: Gary Hardman
Purchasing Manager

Re: Educational Purchasing Group, Hamilton-Wentworth District

Report: Information

BACKGROUND:

At the 1995 04 11 meeting of the Operations and Finance Committee, we presented a progress report on the activities of the co-operative purchasing consortium with our partners in the Educational Purchasing Group. The other members of the group include: the Wentworth County Board of Education, the Hamilton-Wentworth R.C.S.S.B., McMaster University and Mohawk College. A copy of our 1995 04 11 report was included in the Chairman's letter to the Sweeney Task Force indicating the cost savings to the taxpayers through this type of initiative.

The last few months have been spent in streamlining and refining the procedures and solving some of the start up problems. A number of items have been tendered for price and added to the Price Catalogue for the schools to reference when ordering. This assures that the schools can benefit from the lowest tendered prices the boards can receive. These items include furniture (classroom and office), physical education supplies and equipment, and library supplies and equipment. We previously reported that tenders were being called on approximately 200 caretaking supply items. A listing of the selected products and prices has been distributed to all the schools in the Hamilton, Wentworth County and Hamilton-Wentworth R.C.S.S. Boards to form a common, standardized supplies ordering list.

We recently called tenders on computer peripherals with the Wentworth County Board. Tenders for approximately 30 items including printers, cables, hard drives, switchboxes, etc. were sent to 67 vendors. Eighteen vendors met the conditions of the tender, of which eight were local suppliers. Total value of the goods being purchased is \$206,433.00. The boards realized a savings of \$34,192 or 17% on this tender.

Our Price Catalogue will be updated this Fall for distribution to the schools. We will continue to explore new areas for co-operation and common tendering for the purpose of providing quality items that our schools can order at the best value possible.

ISSUE:

To share information on the progress of the Educational Purchasing Group.

RECOMMENDATION:

That the report on the update of the Educational Purchasing Group be received for information.

RATIONALE:

To keep the Board informed of the benefits of the Co-operative Purchasing consortium.

TO: The Chairman and Members of
Operations and Finance Committee
1995 11 02

FROM: Paul E. Shewfelt, Superintendent of Financial Services and
Treasurer

PREPARED BY: Irene Polidori, Manager, Financial Services

RE: Interim Financial Status Report - September 30, 1995

REPORT: Information

Background:

The Interim Financial Status Report for the nine month period ended September 30, 1995 is prepared using a modified cash basis. This method of reporting records expenditures and revenues as they are paid or received. Commitments are included in the expenditures.

Issue:

To review the financial status of the Board of Education for the City of Hamilton for the nine month period ended September 30, 1995, using the modified cash basis.

Recommendation:

That the report be received for information.

Analysis:

(1) To date, the Board has not received the \$14 million in debenture funding, originally anticipated by June. The resultant savings in debt charges will be used to offset the short term borrowing charges, included in Other Expense.

(2) As indicated in the Reduction In Provincial Funding report brought to this committee in September 1995, the Ministry has reduced our 1995 basic operating grants by \$290,000. This reduction is being deducted from our grant advances at the rate of approximately \$75,000 for each of the four months beginning with September 1995.

Attachment:

The interim status report for September 30, 1995.

The Commission on the
Constitution and the
1987 Constitution

Page 2 of 2
1987 Constitution

Section 1, Article III

Section 2, Article III

Section 3, Article III

Section 4, Article III

The Commission on the Constitution is a body created by the 1987 Constitution. It is composed of the President, the Vice President, and the Speaker of the House of Representatives. The Commission is responsible for the interpretation and implementation of the 1987 Constitution.

Section 5, Article III

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Section 6, Article III

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Section 7, Article III

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Section 8, Article III

The Commission on the Constitution is a body created by the 1987 Constitution.

The Board of Education for the City of Hamilton
Interim Financial Status Report - Modified Cash Basis
For the Nine Month Period Ended September 30, 1995

EXPENDITURES	Director & Secretary	Program Serv.	S.O.S.	F.L.S.	Admin. & Op. Services	Human Resources	Financial Services	Total
Remuneration								
Salaries & Wages	\$ 497,368	7,187,195	128,641,936	2,028,322	2,113,340	4,768,271	1,311,170	146,547,602
Employee Benefits	0	0	0	0	0	17,562,559	0	17,562,559
Actuals	497,368	7,187,195	128,641,936	2,028,322	2,113,340	22,330,830	1,311,170	164,110,161
Budget	592,916	9,523,072	170,252,109	2,683,921	2,787,806	30,388,676	1,836,888	216,165,388
% Spent	71.8%	75.5%	75.6%	75.6%	75.8%	73.5%	71.4%	75.2%
Fixed								
Energy	0	0	0	0	3,733,777	0	0	3,733,777
Debt Charges	0	0	0	0	0	0	2,026,153	2,026,153
Rentals - Computer Equipment	0	0	0	0	1,844,677	0	0	1,844,677
Fees & Contractuals	0	67,039	0	33,503	0	0	3,899,650	4,000,192
Tuition Fees	0	0	0	71,327	0	0	2,618,472	2,689,799
Charge Back of Taxes	0	0	0	0	0	0	2,980,941	2,980,941
Actuals	0	67,039	0	104,830	5,578,454	0	11,525,216	17,275,539
Budget	0	75,000	0	259,917	8,345,000	0	17,570,612	26,250,529
% Spent	0.0%	89.4%	0.0%	40.3%	66.8%	0.0%	65.6%	65.8%
Variable								
Consumables								
Travel Expense	19,445	47,828	68,419	1,893	15,500	17,424	4,809	175,318
Personnel Training	13,575	25,272	31,222	3,193	12,225	38,031	4,002	127,520
Bursaries & Student Aid	0	54,956	0	0	0	0	0	54,956
Books, Films & Software	1,132	68,415	250,095	14,100	60,037	7,704	3,161	404,644
Supplies & Services	79,750	354,981	2,321,127	77,528	1,354,120	228,950	104,071	4,520,527
Other Expense	107,136	112,052	5,839	2,774	2,430	4,107	718,875	953,213
Actuals	221,038	663,504	2,676,702	99,488	1,444,312	296,216	834,918	6,236,178
Contractuals								
Rentals - Other	466	22,522	2,455	11,680	16,682	6,170	0	59,975
Fees & Contractuals - Other	29,815	19,939	38,692	8,028	101,197	121,374	21,639	340,684
Actuals	30,281	42,461	41,147	19,708	117,879	127,544	21,639	400,659
Capital								
Repairs, Bldgs. & Grounds	0	0	294	0	1,849,293	0	0	1,849,587
New/Repl. Equipment	2,113	49,173	11,702	0	16,981	3,546	2,059	85,574
Capital from Current	0	0	98,101	0	539,284	0	0	637,385
Permanent Improvements	0	0	25,582	3,875	25,960	0	299,094	354,511
Actuals	2,113	49,173	135,679	3,875	2,431,518	3,546	301,153	2,927,057
Other								
Transfer to Reserves	0	0	0	0	0	0	0	0
Actuals	253,432	755,138	2,853,528	123,071	3,993,709	427,306	1,157,710	9,563,894
Budget	340,399	1,241,245	5,476,391	212,838	6,403,785	754,911	819,028	15,246,597
% Spent	74.5%	60.8%	52.1%	57.8%	62.4%	56.6%	117.7%	62.7%
TOTAL 1995 ACTUALS	\$ 750,800	8,009,372	131,495,464	2,256,223	11,695,503	22,758,136	13,994,096	190,949,594
TOTAL 1995 BUDGET	\$ 1,033,315	10,839,317	175,728,500	3,156,676	17,536,591	31,143,567	20,225,528	259,664,514
% Spent	72.7%	73.9%	74.8%	71.5%	66.6%	73.1%	68.2%	73.5%

The Board of Education for the City of Hamilton
Interim Financial Status Report - Modified Cash Basis
For the Nine Month Period Ended September 30, 1995

REVENUES	1995	
	Actual	Budget %
<u>Local Taxation</u>		
Municipal Levy	117,398,581	157,070,973 74.7%
Supplementary Taxes, Telephone and Telegraph Receipts, Payments in Lieu, (Deficit)	1,358,156	6,551,413 20.7%
	118,756,737	163,622,386 72.6%
<u>Government of Ontario</u>		
Provincial Grants	54,525,926	77,173,513 70.7%
Other Provincial Revenue	1,082,617	1,654,442 65.4%
	55,608,543	78,827,955 70.5%
<u>Other</u>		
Tuition Fees	8,513,838	13,913,702 61.2%
Transfers from Reserves	1,695,000	1,695,000 100.0%
Other Revenue	496,242	1,605,471 30.9%
	10,705,080	17,214,173 62.2%
TOTAL	185,070,360	259,664,514 71.3%

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
INTERIM FINANCIAL STATUS REPORT - MODIFIED CASH BASIS
FUND MANAGEMENT SUMMARY (000'S)
SEPTEMBER 30, 1995**

	1995	1994
SHORT TERM INVESTMENTS AS AT SEPTEMBER 30:		
Revenue Fund	\$ -	\$6,550
Mill Rate Stabilization Reserve	-	1,474
Restructuring Reserve Fund	-	198
Integrated Information System Reserve Fund	-	310
Capital Reserves	-	1,215
Capital Funds	-	8
Retirement Gratuity Reserve	-	5,252
TOTAL PORTFOLIO	\$0	\$15,007
INTEREST EARNINGS:		
Revenue Fund	\$38	\$171
Mill Rate Stabilization Reserve	52	124
Restructuring Reserve Fund	7	7
Integrated Information System Reserve Fund	10	10
Capital Reserves and Capital Funds	61	41
Retirement Gratuity Reserve	234	225
TOTAL PORTFOLIO INTEREST EARNED FOR NINE MONTHS	\$402	\$578
BORROWING SUMMARY:		
Total Internal Borrowings	\$28,836	\$31,738
Total Internal Repayments	22,095	31,738
Total External Borrowings	7,484	13,788
Total External Repayments	7,484	13,788
BALANCE AS AT SEPTEMBER 30	\$6,741	\$0
INTEREST EXPENSE FOR NINE MONTHS:		
Internal Borrowings	\$327	\$28
External Borrowings	356	10
	\$683	\$38
BANK INTEREST EARNED FOR NINE MONTHS:	\$1	\$24

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
INTERIM FINANCIAL STATUS REPORT - MODIFIED CASH BASIS
CONTINUITY SCHEDULE FOR RESERVE FUNDS
SEPTEMBER 30, 1995**

CAPITAL RESERVES (000'S)

	Budget 1995	Actual 1995 09 30	Actual 1994 09 30
Opening Balance	\$883	\$883	\$1,175
Revenues			
Interest Earned	64	61	41
Property Rentals	56	-	-
Site Sales	-	1,061	-
Capital Grants	-	-	-
	<u>1,003</u>	<u>2,005</u>	<u>1,216</u>
Expenditures			
Capital Projects	-	-	-
Transfer to Revenue Fund	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Closing Balance	<u>\$1,385</u>	<u>\$2,005</u>	<u>\$1,216</u>

RETIREMENT GRATUITY RESERVES (000'S)

	Budget 1995	Actual 1995 09 30	Actual 1994 09 30
Opening Balance	\$4,853	\$4,853	\$6,290
Revenues			
Transfer from Revenue Fund	1,620	1,620	1,573
Interest Earned	316	234	225
	<u>6,789</u>	<u>6,707</u>	<u>8,088</u>
Expenditures			
Gratuities Paid	3,000	2,279	2,835
	<u>3,000</u>	<u>2,279</u>	<u>2,835</u>
Closing Balance	<u>\$3,789</u>	<u>\$4,428</u>	<u>\$5,253</u>

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
INTERIM FINANCIAL STATUS REPORT - MODIFIED CASH BASIS
CONTINUITY SCHEDULE FOR RESERVE FUNDS
SEPTEMBER 30, 1995**

MILL RATE STABILIZATION RESERVE (000'S)

	Budget 1995	Actual 1995 09 30	Actual 1994 09 30
Opening Balance	\$1,493	\$1,493	\$5,879
Revenues			
Interest Earned	108	52	124
	1,601	1,545	6,003
Transfer to Revenue Fund	1,495	1,495	4,529
Closing Balance	\$106	\$50	\$1,474

RESTRUCTURING RESERVE (000'S)

	Budget 1995	Actual 1995 09 30	Actual 1994 09 30
Opening Balance	\$201	\$201	\$191
Revenues			
Interest Earned	14	7	7
Closing Balance	\$215	\$208	\$198

INTEGRATED INFORMATION SYSTEM RESERVE (000's)

	Budget 1995	Actual 1995 09 30	Actual 1994 09 30
Opening Balance	\$214	\$214	\$300
Revenues			
Interest Earned	15	10	10
	229	224	310
Transfer to Revenue Fund	200	200	-
Closing Balance	\$29	\$24	\$310

THE UNIVERSITY OF CHICAGO LIBRARY 540 EAST 57TH STREET CHICAGO, ILL. 60637

RATE OF INFLATION AND THE RATE OF INTEREST

Year	Rate of Inflation	Rate of Interest
1950	1.2%	4.0%
1951	1.5%	4.5%
1952	1.8%	5.0%
1953	2.1%	5.5%
1954	2.4%	6.0%
1955	2.7%	6.5%
1956	3.0%	7.0%
1957	3.3%	7.5%
1958	3.6%	8.0%
1959	3.9%	8.5%
1960	4.2%	9.0%

RATE OF INFLATION AND THE RATE OF INTEREST

Year	Rate of Inflation	Rate of Interest
1961	4.5%	9.5%
1962	4.8%	10.0%
1963	5.1%	10.5%
1964	5.4%	11.0%
1965	5.7%	11.5%
1966	6.0%	12.0%
1967	6.3%	12.5%
1968	6.6%	13.0%
1969	6.9%	13.5%
1970	7.2%	14.0%

RATE OF INFLATION AND THE RATE OF INTEREST

Year	Rate of Inflation	Rate of Interest
1971	7.5%	14.5%
1972	7.8%	15.0%
1973	8.1%	15.5%
1974	8.4%	16.0%
1975	8.7%	16.5%
1976	9.0%	17.0%
1977	9.3%	17.5%
1978	9.6%	18.0%
1979	9.9%	18.5%
1980	10.2%	19.0%

TO: The Chairman and Members of
Operations and Finance Committee
1995 11 02

FROM: Paul E. Shewfelt
Superintendent of Finance and Treasurer

PREPARED BY: Lucy Veerman
Budget Manager

RE: 1995 Forecast of Expenditures and Revenues

REPORT: Information

Background:

The financial forecast is a projection of the Board's December 31, 1995 year end financial position. This forecast has been compiled from information received through consultation with the stakeholders of the system and is an estimate of their assumptions, system experiences and financial patterns that have evolved to date. The December 31, 1995 year end information will be provided during the budget process and audited results of our 1995 operations will be presented to Board in April 1996.

This forecast position is subject to change should circumstances arise that have not been currently anticipated.

Issue:

To review the 1995 forecast of expenditures and revenues.

Recommendations:

That the report be received for information.

Rationale:

The analysis of expenditures and revenues is enclosed.

The Chairman and Members of
Committee on Finance and Taxation
June 17, 1951

TO:

Paul H. Thomas
Department of Finance and Taxation

FROM:

Raymond
Budget Bureau

RE: 1951-52 Budget

1951-52 Budget of Department of Finance and Taxation

RE:

Enclosure

Reference

Enclosure

The Bureau has been advised by the Department of Finance and Taxation that the 1951-52 Budget of the Department of Finance and Taxation is being prepared on the basis of the 1950-51 Budget of the Department of Finance and Taxation. The Bureau has been advised that the 1951-52 Budget of the Department of Finance and Taxation is being prepared on the basis of the 1950-51 Budget of the Department of Finance and Taxation.

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**The Board Of Education For The City Of Hamilton
1995 Financial Forecast
For The Year Ended December 31, 1995**

Summary of Deficit From Operating Expenditures and Revenues

Refer to Forecast Expenditures and Revenues for additional information		Surplus (Deficit)
Remuneration:		
Occasional teacher usage	(1,100,000)	
Bus and lunchroom supervisor severance payment	(150,000)	
Deduction of one day's pay	(865,000)	
Employee Benefits	<u>(225,000)</u>	(2,340,000)
Debt Charges and Short Term Borrowing:		
Surplus debenture interest - debenture not received (eg. Queen Mary)	745,000	
Deficit short term borrowing - line of credit usage (operational and capital) and rate fluctuations	<u>(860,000)</u>	(115,000)
Energy savings from gas consortium		66,000
Transportation:		
Change in Ministry funding policy resulting in additional costs for transportation of students to E.C. Drury in Milton	(41,000)	
Grant reimbursement	<u>11,000</u>	(30,000)
Tuition Fee Expenditure:		
Increase in tuition fees charged by the Hamilton-Wentworth Roman Catholic Separate School Board for open access students of \$580 per student		(412,000)
Capital Expenditures:		
Asbestos removal	(375,000)	
Repairs, Buildings and Grounds	<u>(200,000)</u>	(575,000)
Insurance claims expenditures	(225,000)	
Insurance claims proceeds	<u>183,000</u>	
Deductible costs	<u>(42,000)</u>	(42,000)
General Legislative Grants:		
Decrease in grant ceiling of \$8 per pupil		(290,000)
Increase in enrolment:		
Elementary	270,000	
Students residing in Ontario Gov't facilities	380,000	
Secondary: change in school support to public	340,000	
less reduction in tuition fee revenue	<u>(487,000)</u>	<u>(147,000)</u>
		503,000
Tuition Fee Revenue:		
Increase in tuition fees charged to other Boards of \$300 per student		500,000
Other expenditure and revenue adjustments		<u>71,000</u>
Deficit From Operating Expenditures and Revenues		<u>(2,664,000)</u>

**The Board of Education for the City of Hamilton
1995 Financial Forecast as at October 30, 1995
For the Year Ended December 31, 1995**

EXPENDITURES	1995 APPROVED BUDGET	1995 ACTUALS as at 95 09 30	1995 FORECAST	1995 FORECAST SURPLUS (DEFICIT)	NOTES
<u>Remuneration</u>				<u>Rounded</u>	
Salaries & Wages	\$ 193,255,064	146,547,602	195,370,000	(2,115,000)	1
Employee Benefits	24,910,324	17,562,559	25,135,000	(225,000)	2
Total Remuneration	<u>218,165,388</u>	<u>164,110,161</u>	<u>220,505,000</u>	<u>(2,340,000)</u>	
<u>Fixed</u>					
Energy	5,779,000	3,733,777	5,713,000	66,000	3
Debt Charges	3,225,936	2,026,153	2,481,000	745,000	4
Rentals - Computer Equipment	2,566,000	1,844,677	2,566,000	0	
Fees & Contractuals					
- Transportation	5,127,472	3,303,952	5,191,000	(64,000)	5
- Insurance	702,682	696,240	703,000	0	
Tuition Fees	4,874,839	2,689,799	5,287,000	(412,000)	6
Charge Back of Taxes	3,974,600	2,980,941	3,975,000	0	
Total Fixed	<u>26,250,529</u>	<u>17,275,539</u>	<u>25,916,000</u>	<u>335,000</u>	
<u>Variable</u>					
Consumables					
Travel	243,735	175,318			
Personnel Training	240,942	127,520			
Bursaries & Student Aid	90,000	54,956			
Books, Films & Software	844,589	404,644			
Supplies & Services	8,251,942	4,520,527			
Other Expense	475,022	953,213			
	<u>10,146,230</u>	<u>6,236,178</u>			
Contractuals					
Rentals - Other	192,455	59,975			
Fees & Contract. - Other	600,570	340,684			
	<u>793,025</u>	<u>400,659</u>			
Capital					
Repairs, Bldgs & Grnds	2,610,453	1,849,587			
New & Repl. Equipment	741,049	85,574			
Capital From Current	519,620	637,385			
Perm. Improvements	382,120	354,511			
	<u>4,253,242</u>	<u>2,927,057</u>			
Other					
Transfer to Reserves	56,100	0			
	<u>56,100</u>	<u>0</u>			
Total Variable	<u>15,248,597</u>	<u>9,563,894</u>	<u>17,584,600</u>	<u>(2,336,000)</u>	7
Total Expenditures	<u>\$ 259,664,514</u>	<u>190,949,594</u>	<u>264,005,600</u>	<u>(4,341,000)</u>	

**The Board of Education for the City of Hamilton
1995 Financial Forecast as at October 30, 1995
For the Year Ended December 31, 1995**

REVENUES	1995 APPROVED BUDGET	1995 ACTUALS as at 95 09 30	1995 FORECAST	1995 FORECAST SURPLUS (DEFICIT)	NOTES
<u>Fixed</u>				<u>Rounded</u>	
Net General Legislative Grants \$	77,173,513	54,525,926	78,526,500	1,353,000	8
Suppl. Taxes, T&T, PIL	6,896,638	1,904,638	6,897,000	0	
Tuition Fees	13,913,702	8,513,838	13,905,700	(8,000)	9
	<u>97,983,853</u>	<u>64,944,402</u>	<u>99,329,200</u>	<u>1,345,000</u>	
<u>Variable</u>					
Prior Years Deficit	(345,225)	(546,482)	(134,000)	211,000	10
Other Provincial Revenues	1,654,442	1,082,617	1,643,000	(11,000)	
Recoverable Transportation	75,000	0	70,000	(5,000)	
Rental Revenue	437,048	325,638	446,000	9,000	
Capital Recoveries	60,000	11,593	243,000	183,000	11
Other Revenue	<u>1,033,423</u>	<u>159,011</u>	<u>978,000</u>	<u>(55,000)</u>	
	2,914,688	1,032,377	3,246,000	332,000	
Transfer from I.I.S. Reserve	200,000	200,000	200,000	0	
Mill Rate Stabilization Reserve	1,495,000	1,495,000	1,495,000	0	
Levy for Mill Rate	<u>157,070,973</u>	<u>117,398,581</u>	<u>157,071,000</u>	<u>0</u>	
	161,680,661	120,125,958	162,012,000	332,000	
Total Revenues	\$ <u>259,664,514</u>	<u>185,070,360</u>	<u>261,341,200</u>	<u>1,677,000</u>	

DEFICIT FROM OPERATING EXPENDITURES & REVENUES

(2,664,000)

**The Board of Education for the City of Hamilton
Notes to the 1995 Financial Forecast**

This forecast has been compiled on the basis that actual expenditures by Supervisory Officer will not exceed budget allocations other than items noted below.

NOTE 1 Salaries and Wages

Forecast is based on expenditures as at September 30, 1995 using current pays to estimate expenditures for the remainder of the year. The deficits are estimated as follows:

Occasional teachers	\$ (1,100,000)
Bus and lunchroom supervisor severance pay	(150,000)
Deduction of one day's pay	(865,000)
	<u>\$ (2,115,000)</u>

NOTE 2 Employee Benefits

Deficit as a result of additional payments required to complete 1992 Early Retirement Incentive Plan (\$125,000); Teacher recall for contract compliance and program continuation per Personnel & Organization 95 10 12.

NOTE 3 Energy

Surplus of \$66,000 as a result of gas consortium.

NOTE 4 Debt Charges

A debenture in the amount of \$14,000,000 (Queen Mary, Hill Park Phase 2 and Hillsdale Phase 2) was budgeted to be received in June 1995. These funds have not been advanced to date resulting in savings of approximately \$745,000. Savings offset by increase in short term borrowing costs per note 7.

NOTE 5 Transportation

Deficit of \$41,000 represents cost of transporting deaf students to E.C. Drury School in Milton. Change in Ministry funding policy effective September 1, 1995 whereby School Boards are responsible for transportation costs of students attending provincial/demonstration schools. Grant reimbursement of \$11,000 based on current transportation grant formula.

NOTE 6 Tuition Fee Expenditure

Deficit of \$412,000 as a result of an increase in tuition fees charged by the Hamilton- Wentworth Roman Catholic Separate School Board for open access students of \$580 per student.

**The Board of Education for the City of Hamilton
Notes to the 1995 Financial Forecast**

NOTE 7 Variable Expenditures

Deficit of \$860,000 in short term borrowing costs as a result of an increase in line of credit usage (operational and capital) and fluctuations in interest rates. Offsetting savings of \$745,000 included in debt charges per note 4.

Increase in equipment of \$676,000 for grant eligible microcomputers (GEMS) to reflect revised allocation of \$976,000. Notification of increased allocation received from the Ministry of Education and Training May 18, 1995. GEMS grant of \$676,000 has been included under General Legislative Grants.

Increase in capital expenditures to reflect costs for asbestos removal of \$375,000 and Repairs to Buildings & Grounds of \$200,000.

Increase in insurance claims expenditures of \$225,000 offset by proceeds received from insurance company of \$183,000. The balance of \$42,000 reflects the deductible cost to the Board.

NOTE 8 General Legislative Grants

Decrease in grant ceiling of \$8 per pupil	\$ (290,000)
Increase in elementary enrolment	270,000
Increase in secondary grants as a result of change in school support to public. This increase is offset by a decrease in tuition fee revenue	350,000
Increase in grant eligible microcomputers to reflect total grant of \$676,000	476,000
Increase in number of students attending our schools and residing in an Ontario Gov't establishment (eg: Children's Aid Society). Cost of education is paid by the Ministry	380,000
Increase in transportation grant for students attending provincial/demonstration schools	11,000
Other	156,000
	<u>\$ 1,353,000</u>

NOTE 9 Tuition Fee Revenue

Deficit of \$470,000 as a result of changes in school support to public. Related grant increase of \$350,000 included under General Legislative Grants.

Increase in tuition fees of \$500,000 charged to other Boards for students attending our schools.

NOTE 10 Prior Years Deficit

Reflects adjustments made by the Ministry to the 1993 and 1994 General Legislative Grants.

NOTE 11 Capital Recoveries

Surplus of \$183,000 is the result of recoveries for insurance claims and is offset by the deficit in insurance claims expenditures per note 7.

November 2, 1995

MEMO TO: The Chairman and Members
Operations and Finance Committee
Hamilton Board of Education
Hamilton, ON

FR: Rick Binns, Superintendent, Human Resources Services

RE: Freedom of Information Activities 1994/5 (F.O.I.)

Report Classification: Information/Decision

Background

The Board has operated under the Municipal Freedom of Information and Privacy Act since January 1991. Under the requirements of the legislation, the Chairman of the Board, as Head, is responsible for:

- ✓ administration of personal privacy sections of the Act
- ✓ responding to formal written requests for access to records
- ✓ submitting an annual statistical report to Privacy Commissioner/Ontario

1994-1995 Activities

This year we have responded to 42 written access requests. Requesters appealed 17 board decisions to the Information and Privacy Commission. Although the number of requests has escalated, the board has been increasingly successful in the appeal process. Eight of the appeals were closed through mediation because the board was able to provide supporting documentation that proved we comply with the privacy provisions of the Act. We received five Orders from the Commissioner that upheld our original access decisions, and four appeals remain open. The high rate of successful appeals over the last two years continues to increase the board's accountability to employees, the public, and outside agencies.

Schools and departments have called for advice on matters ranging from media access to student names, to vendors who request copies of the successful bidder's proposal. We issued a series of PROFS notices at the beginning of September, through the Superintendent of Schools. These notices addressed common issues relating to the collection and use of student information, such as school forms, health card numbers, and student photographs.

In addition, we completed the revisions to the Directory of Records to reflect the organizational changes within the board. The board is mandated under the Act to provide a complete corporate inventory of general and personal information, to the public, who have a right to request access to the board's records.

Significant Achievements

Provincially, our board was recognized in the Management Board's Access and Privacy Bulletin, as having proactively designed guidelines to empower staff to deal more expediently with requests for personal information. Human Resources Services published Employee Information Guidelines relating to the collection, use and disclosure of employee information. These guidelines have empowered Human Resources staff to deal directly, quickly and accurately with requests for employee information.

Additional Human Resources guidelines were designed for access to employee files, processing FOI requests, and security of personal information. A retention schedule for all personnel records was completed and is now in use within the department.

Most schools and departments now include a Notice of Collection on forms that are used, such as permission slips, trip forms and consent forms for students; employee applications, reference checks and program-related documentation for the new Attendance Management and Progressive Discipline policies.

We were invited back to present a new workshop at the Annual Access and Privacy Conference in November, 1995 called "Managing Your Employee's Information**".

Issue

To update and provide information to Trustees relating to the activities under Freedom of Information. (*see Appendix 1*)

Recommendations

1. That the Board continue to develop retention schedules for all departments which will: identify records in all formats (computer, microfiche/film, paper); identify all locations where records are stored; allow records to be disposed of in accordance with legislated requirements; and; prove board compliance during an appeal to the Information and Privacy Commission.
2. That an annual Freedom of Information report be brought back to Operations and Finance in October of each year.

Rationale

Consistent information management practices improve public accountability by providing accurate and timely information on request. Routine disclosure of generally available records can help reduce the number of requests. Clear access procedures and policies can assist to relieve the burden of formal FOI requests. Fewer formal requests and appeals can mean reduced legal costs required for the preparation of affidavits.

Prepared by: Karen Baxmeier
Records Analyst

APPENDIX 1

The Board of Education for the City of Hamilton**Freedom of Information Activities**

Type of Request	Number of Requests	Board Response	Reason Why Full Disclosure Not Granted
Personal Information	35	granted in full	
Personal Information	6	granted in part	Exemption to third party reference Solicitor/client privilege
Financial Information	1	in process	Third party contact required
Appeals to Privacy Commission	17	decision pending (4) mediated/closed (13)	

NOTES:

Personal information requests were of the following nature:

- ***personnel and payroll***
- ***interview notes***
- ***Applicant Tracking***
- ***probationary and seniority lists***
- ***legal correspondence***

General request was for:

- ***tender (RFP of successful vendor)***

Appeals were related to:

- ***individual request for additional records related to union activity***
- ***access to legal opinions***
- ***reasonable search conducted by the board***
- ***existence of additional records***
- ***objection to fee calculations***

October 29 1995

To: Members of the Operations and Finance Committee

From: Judith Bishop

Regarding: Formation of an AD Hoc Trustee Committee

I am requesting that members of the Committee consider approving the following motion:

That an Ad Hoc Trustee Committee of five (5) trustees, to be called the Budget Analysis Committee, be formed under the following conditions:

- a) That the committee examine all expenditures including salaries and wages; benefits; travel expenses; personnel training; bursaries and student aid; books films and software; energy costs; repairs, buildings and grounds; supplies and services; new and replacement equipment; debt charges and capital loan interest; capital from current; permanent improvements; rentals; fees transportation and other contractual services; transfers to other boards; working capital; charge back on taxes; and provision for reserves and other expenses, for consideration in the 1996 budget.
- b) That the areas of expenditures and revenues be identified where long term savings, or increased revenue acquisition, may be found beyond the 1996 budget year.
- c) That recommendations, with the pros and cons and the supporting documentation, will be brought to each regular, and, where requested, any special meeting of the Operations and Finance Committee until the completion of the 1996 budget.
- d) That the life of the committee shall be until the conclusion of the 1996 Budget.
- e) That a review of the strengths and weaknesses of the Ad Hoc committee be debated at the first regular meeting of Operations and Finance after the completion of the 1996 budget.
- f) Trustees who are not members of the committee may attend meetings of the Ad Hoc Committee and vote.
- g) Agendas and minutes of the Ad Hoc Committee will be sent to all trustees.

**REPORT OF THE
TRANSPORTATION COMMITTEE**

Present: Trustees Darby (Chairman), Cunningham, Lowe and Stewart.

Officials Present: P. Shewfelt (Superintendent of Financial Services and Treasurer), G. Rutledge (Controller), G. Christmas (Transportation Officer) and Dr. J. Tomlinson (Project Team Leader, Special Education).

The Committee recommends:

GENERAL

1. That the Petition from Beach Community - Elimination of Bus Supervisors be received for information.

2. That the Report on Video Cameras be received for information and the following recommendations be approved:

a) That video cameras be employed (on school buses) on a pilot basis at the request of the principal at no cost to the board and a review take place in June 1996.

b) That the Transportation Policy be amended to allow the use of video cameras.

3. That the Update re Sharing of Large Yellow School Bus Transportation be received for information. [routing and scheduling system]

Respectfully submitted

Committee Room
1995 10 17

G. DARBY
Chairman

REPORT OF THE TRANSPORTATION COMMITTEE

Presented to the Senate of the State of New York
January 1, 1910

ALBANY: J. B. LIPPINCOTT & COMPANY, PRINTERS.
1910.

The Committee on Transportation

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4. Report of the Committee on Transportation, January 1, 1910.
Submitted to the Senate by the Committee.

5. Report of the Committee on Transportation, January 1, 1910.
Submitted to the Senate by the Committee.

Approved and forwarded

J. B. LIPPINCOTT
Secretary

ALBANY, N. Y.
JANUARY 1, 1910

POLICY STATEMENTS

1. Eligibility for transportation is according to policy.
2. Student transportation, not provided for within this policy, may be provided upon approval of the Office of the Director and Superintendent of Finance and Treasurer.
3. Every effort will be made to establish routes in order that students will not spend more than one hour in transit each way on Board-provided transportation.
4. Pick up points for transporting students to school will be utilized wherever practical having due regard for safety.
5. (a) Transportation will be arranged in conjunction with the student's instructional time.
(b) Every attempt will be made to ensure no student shall be picked up later than fifteen (15) minutes after regular dismissal unless there are extenuating circumstances.
6. (a) The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that vehicles transporting students are operated and maintained in accordance with the Highway Traffic Act, the Public Vehicle Act and this policy.
(b) The design and operation of the transportation system shall endorse the objectives of safety, efficiency and economy while at the same time maximize our entitlement to applicable provincial grants.
(c) To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Schools and/or Transportation Supervisor. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school. Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of this information is in the Education Act.
7. Students will be accommodated according to the safe capacity of the vehicle.

new

new

DECLARATION

I, the undersigned, do hereby declare that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

Witness my hand and seal of office at the City of New York, this 1st day of January, 1901.

CLERK OF THE COURT.

By the Court.

THE COURT.

THE COURT.

THE COURT.

THE COURT.

THE COURT.

THE COURT.

THE COURT.

THE COURT.

REPORT OF THE AIDS POLICY COMMITTEE

Present: Trustees Gage (Chairman), Johnstone, and Rogers.

Officials Present: Dr. F. Cooke, Assistant Superintendent of Program and S. Green-Gibson, Project Team Leader - Student Services and Community Linkage

The Committee recommends:

GENERAL

1. That the Aids Policy Committee be renamed the HIV/AIDS Infection Policy Review Committee.

2. That, in order to provide information on HIV/AIDS infection to students in a timely manner, it is recommended that students be provided information on HIV/AIDS as part of the compulsory curriculum beginning at the Grade 5 level.

3. That principals review the HIV/AIDS Policy, Guidelines and Operating Procedures (SP-22, SP-23, SP-24) with their staff at the beginning of the school year, on an annual basis.

4. That the reviewed and amended HIV/AIDS Policy, Guidelines and Operating Procedures (SP-22, SP-23, SP-24) be adopted.

Respectfully submitted

Committee Room
1995 10 11

B. GAGE
Chairman

REPORT ON THE 1964-1965 SEASON

Presented to the Board of Directors, 1966

Prepared by: Mr. J. L. Smith, Director of Operations
Reviewed by: Mr. J. L. Smith, Director of Operations

The Company's Performance

Summary

1. The Company's performance during the 1964-1965 season was satisfactory.

2. The Company's performance during the 1964-1965 season was satisfactory.

3. The Company's performance during the 1964-1965 season was satisfactory.

4. The Company's performance during the 1964-1965 season was satisfactory.

Respectfully,
J. L. Smith

J. L. Smith
Director of Operations

Director of Operations
J. L. Smith

Hamilton Board of Education
Education Centre
1995 11 02

To the Chairman and Members,
Operations and Finance Committee
Hamilton Board of Education

Ladies and Gentlemen:

I have the honour to present the following recommendations for your approval:

E L E M E N T A R Y / S E C O N D A R Y

(a) That the following trip requests be approved:

(i) Tweedsmuir, Grade 8, Canadian History trip, Ottawa, 1996 06 12-14
(Wednesday to Friday)

(ii) Delta, Grades 11-OAC, Senior Basketball, Meadville, Pennsylvania,
U.S.A., 1995 12 27-29 (Wednesday to Friday)

(iii) Hill Park, Grade OAC, Senior Boys' Basketball Tournament, Niagara
Falls, 1995 12 08-10 (Friday to Sunday)

(iv) Parkview, Grades 9-OAC, Ski Trip, Mount St. Louis/Moonstone, Orillia,
1996 01 09-10 (Tuesday to Wednesday)

(v) Sir Allan MacNab, Grades 9-10, Field Trip to Montreal and Laurentians,
Quebec, 1996 02 21-24 (Wednesday to Saturday)

(vi) Westdale, Grades 11-OAC, Basketball Tournament, Windsor, 1995 12
08-10 (Friday to Sunday)

(vii) Westdale, Grades 11-OAC, Basketball Tournament, London, 1995 12
01-02 (Friday to Saturday)

(viii) OFSAA Championships, Grades 9-OAC, Girls "A" Volleyball, Glenloe,
1996 03 06-07 (Wednesday to Thursday)

(ix) OFSAA Championships, Grades 9-OAC, Girls "AA" Volleyball, Fonthill,
1996 03 06-07 (Wednesday to Thursday)

(x) OFSAA Championships, Grades 9-OAC, Girls "AAA" Volleyball, London,
1996 03 06-07 (Wednesday to Thursday)

(xi) OFSAA Championships, Grades 9-OAC, Boys' Hockey, Burlington, 1996
03 20-23 (Wednesday to Saturday)

(xii) OFSAA Championships, Grades 9-OAC, Gymnastics, Waterloo, 1996 04
30-05 02 (Tuesday to Thursday)

(xiii) OFSAA Championships, Grades 9-OAC, Badminton, Sault Ste. Marie, 1996 05 02-04 (Thursday to Saturday)

(xiv) OFSAA Championships, Grades 9-OAC, Girls' "A/AA" Soccer, Pembroke, 1996 06 06-08 (Thursday to Saturday)

(xv) OFSAA Championships, Grades 9-OAC, Girls' "AAA" Soccer, Windsor, 1996 06 06-08 (Thursday to Saturday)

(xvi) OFSAA Championships, Grades 9-OAC, Boys' Soccer, Ottawa, 1996 06 06-08 (Thursday to Saturday)

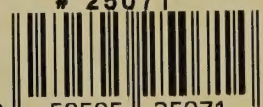
(xvii) OFSAA Championships, Grades 9-OAC, Track and Field, Kitchener, 1996 06 06-08 (Thursday to Saturday)

Respectfully submitted,

Donald W. Goodridge
Director of Education
and Secretary



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